

NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-LA2-A09-AIX-SCOM
Central Issue Facility (CIF)
Software Center Operator Manual (SCOM)
10 December 1999

This updated manual--

- ? Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- ? Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- ? Provides information needed to use the system effectively.
- ? Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- ? Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the CIF SCOM.
- ? Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers, in Figure 3.4-1, CIF Hierarchy Diagram.

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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Central Issue Facility (CIF):

- a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: LA2.
- b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A09.
- c. Title and Abbreviation: Central Issue Facility (CIF)
- d. Previously fielded Release/Version Number: 03.02/03.00.
- e. Software Change Package (SCP) Release/Version number being developed/fielded: LA2-A09-02-03.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

CIF is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- ? Application-specific support to meet the information needs of installation functional activities and tenant units;
- ? Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and
- ? Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the CIF ISM is to provide precise management of organizational clothing and individual equipment (OCIE) in a central issue facility. Benefits expected from using CIF include improved overall property management, increased accuracy and timeliness of CIF information, and decreased administrative costs. CIF functions are computing and maintaining stock-age levels, processing and documenting OCIE records, maintaining supply records, and preparing required reports.

1.2.1 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

- a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).
- b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).
- c. ISM/MISM FP. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).
- d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).
- e. Point of Contact.
Organization: U.S.Army Information Systems Software
Center – (USAISSC)
Executive Software Systems Directorate
Attn: AMSEL-RD-SE-IS-ESC, Stop H-6.
Fort Belvoir, VA 22060-5576.
Point of Contact: Joanne Pinheiro
Commercial Phone: (703) 806-4244
DSN: 365-4244

1.3 DOCUMENT OVERVIEW.

The purpose of this CIF SCOM for AISM 25-LA2-A09-AIX-SCOM is to provide the software user with the information necessary to use the system effectively. This manual also provides instructions on how to operate a Personal Computer workstation. For information about functional and system administration, refer to U.S. Army, AISM 25-LA2-A09-AIX-SCOM, "CIF Software Center Operator Manual (SCOM)".

1.3.1 Security.

CIF does not store or process classified data. CIF data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)," 01 May 1996. This data is "*For Official Use Only (FOUO)*", and prohibits unauthorized disclosure.

- a. Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to CIF.
- b. Disclosure. You must not disclose any personal information contained in CIF except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using CIF.

The following guidance helps users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view CIF data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only, persons to whom log-in names and passwords were specifically assigned by the SA, shall use them.

- a. Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.
- b. Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

- a. Documents. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.
- b. Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	MEANING
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
“message”	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
Text	Type the text exactly as shown
“text”	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4.1 shows the hierarchy of all CIF menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for “Add/Change CIF User” is as follows:

```

Master Menu
+---7.=+CIF Initialization/Admin Menu
|   +---1. Security Administration Menu
|       +---1. Add/Change CIF User
|       +---2. Delete CIF User

```

“Use Procedure 7.1.1 (Add/Change CIF User)” means to select each menu in order, starting from the “Master Menu”. Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

- a. Project Request. U.S. Army Automated Information System (AIS) Manual 25-LA2-A09-OSE-FD, "CIF Functional Description (FD)," 19 April 1993, UNCLAS and DALO-PLI Memorandum, Subject: CIF Automation Conference, 23 October 1989, UNCLAS.
- b. Hardware Documentation.
 - (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.
 - (2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.
 - (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.
 - (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.
- c. Software Documentation.
 - (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.
 - (2) AIX Version 4.2 Quick Installation and Startup Guide.
 - (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.
 - (4) AIX Version 4 Getting Started - Part No.GC23-2521.
 - (5) AIX Version 4.2 System User's Guide: Operating System and Devices.
 - (6) AIX Version 4.2 System Management Guide: Operating System and Devices.
 - (7) AIX Version 4.2 Network Installation Management Guide and Reference.
 - (8) AIX Version 4.2, Information For Operation Retrieval/License System (FOR/LS) System Management Guide.
 - (9) Oracle7TM for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.
 - (10) Oracle7TM SQL*Plus User's Guide and Reference, Version 3.1
 - (11) Oracle7TM Server SQL Language Reference Manual, Part Number 778-70-1292.
 - (12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual".
- d. Standards or Reference Documentation.
 - (1) U.S. Army, AR 700-86, "Life Cycle Management of Clothing and Individual Equipment," 15 November 1990, UNCLAS.
 - (2) U.S. Army, AR 725-50, "Requisitioning, Receipt, and Issue System," UNCLAS.
 - (3) U.S. Army Material Command Catalog Data Activity (CDA) Pamphlet 18-1,

“User-Level Code Reference Guide for the Army Retrieval Micro-form System (ARMS) Monthly Army Master Data File (AMDF) and I&S History File,” 01 June 1991, UNCLAS.

- (4) U.S. Army, Tactical Army Combat Management Information System (TACMIS) ITP-WS-EUM (V24), “Version 3.0 Installation Transition Processing (ITP) System, Workstation End User Manual,” November 1992, UNCLAS.
- (5) U.S. Army, Unit Supply Update - Issue Number 13, 31 January 1992, UNCLAS.

2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes CIF, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

CIF operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) DataBase Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the Oracle DBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise CIF. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. Refer to Section 3.4, Software Inventory, for details.

The CIF programs communicate by shared access to the “cif” database. The database tables accessible by CIF are listed in Section 3.3.1.1. CIF also references various tables in the ILIDB. Further details are contained in the CIF Database Design Description (DBDD) Manual (AISM 25-LA2-A09-AIX-DBDD).

CIF is a multi-user, interactive, menu-driven, database system that provides for automated management of CIF functions, including:

- ? Computing and maintaining stockage levels;
- ? Processing and documenting organizational clothing and equipment records for issues, turnins, and transfers;
- ? Maintaining supply records; and
- ? Preparing required reports.

In addition, CIF provides cost/participation analysis and evaluation by rolling up data from individual installations. Functions include the ability to make routine queries of cost/participation data and specific army-wide, soldier data for analysis and review.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the CIF programs (software units) are listed in Table 3.2.1. The type column consists of S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, CIF Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. CIF Software Units			
File Name	File Type	Run By	Description
.profile	S	Login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & cif_prg

Table 3.2.1. CIF Software Units			
File Name	File Type	Run By	Description
.strtusrISM	S	.setupISM	Sets ISM environmental variables
cif_prg	E	.setupISM	Master Menu, Peacetime Menu
arr_prg	E	cif_prg	As required Report Menu
adhoc_prg	C	cif_prg	Ad Hoc Query Main Menu
admin_prg	C	cif_prg	Ad Hoc Query Administration
ecps_prg	E	cif_prg	Problem Reports/ECP-S Submission
admin_prg	C	cif_prg	Setup Installation-Specific Menu
print_prg	C	cif_prg	Add/Change/Delete Peripherals
cif_prg	C	cif_prg	Run Installation-Specific Menu
testin_prg	E	cif_prg	

The CIF ISM consists of 17 software units listed below in alphabetical order of the executable file (program) for each unit. To be complete, the listing might include associated files that contain the help message text, dynamic menus and shell programs for each unit since they are part of the software unit. No special security considerations apply to these software units.

You can run each of the software units separately. Since this might result in an improper function, the main unit (CIF) is normally used to initiate the others via appropriate menu selections. In particular, CIF users are installed by the CIF ISM so that the main unit is always run first.

Unit Name (executable)	Summary
adjtr_prg	make administrative adjustments
mfm_prg	make property book adjustments
cif_prg	main unit (calls others)
cif_admin_prg	Initialization & administration
dx_prg	do direct exchange
ecps_prg	fill out an ECP-S
eod_prg	do end of day processing
hrcpts_prg	Maintain hand receipts
inv_prg	Inventory process
issues_prg	Clothing issue
mfm_prg	Maintain master files
menus_prg	Maintain menus
arr_prg; arr2_prg	as needed reports
req_prg	Maintain requisitions
turn_prg	Clothing turn in
uic_prg	Maintain UICs

3.2.1 Information Inventory.

3.2.2 Resource Inventory.

Since the software units in the CIF ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the CIF ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of CIF ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the CIF ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The CIF database contains much of the information referenced, created and updated by the CIF ISM. CIF requires this in order to operate. The ILIDB contains information that is referenced by the CIF ISM. CIF cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by CIF are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. CIF Database Tables			
Database	Table	Database	Table
cif	adhoc_svdet	cif	adhoc_svqry
cif	adhoc_tbl	cif	ecps_tbl
cif	items_disposed	cif	linked_tables
cif	max_id	cif	menu_tbl
cif	mil_pers	cif	nsn_master
cif	par_issw	cif	printer
cif	printer_default	cif	ref_master
cif	security	cif	transfer
cif	transfer_items	cif	a0901t
cif	a0902t	cif	a0903t
cif	a0904t	cif	a0905t
cif	a0906t	cif	a0907t
cif	a0909t	cif	a0910t
cif	a0911t	cif	a0912t
cif	a0913t	cif	a0914t
cif	a0915t	cif	a0916t
cif	a0917t	cif	a0918t
cif	a0919t	cif	a0920t

Table 3.2.2. CIF Database Tables			
Database	Table	Database	Table
cif	a0921a	cif	a0922t
cif	a0923t	cif	a0924t
cif	a0925t	cif	a0926t
cif	a0929t	cif	a095st
cif	a0999t	cif	

The tables in ILIDB that are referenced by CIF are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Design Description (DBDD) manual.

Table 3.2.3. ILIDB Database Tables			
Database	Table	Database	Table
ilidb	adhoc_xref	llidb	civilian
ilidb	cmsnd_occ_spec	llidb	cmsnd_off
ilidb	demobloc	llidb	enl_occ_spec
ilidb	enlisted	llidb	ind_address
ilidb	individual	llidb	ind_phone
ilidb	locator_tbl	llidb	mil_pers
ilidb	pers_test	llidb	unit
ilidb	unit_phone	llidb	warr_off
ilidb	wo_occ_spec		

3.2.2.2 Permanent Files.

There are more than 1000 permanent files in the CIF run-time module. The names and locations of the permanent files referenced created, or updated by CIF are included in the CIF Software Product Specifications (SPS) manual. They are not included here since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the CIF run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meaning of Suffixes	
FILE SUFFIX	TYPE/CONTENTS OF FILE
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable “shell” commands
sql	SQL statements

The files contained in the “cif.exp” subdirectory are not needed at run time. They contain an export of the CIF database that is used optionally to load the database during CIF installation. The “cif.sql” file contains an SQL script that may be read by the “dbimport” command.

3.2.3 Report Inventory.

All reports produced by CIF are listed below with the name of the executable that produces the report and the CIF menu path(s) from the “Master Menu” to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting item 4 from the “Master Menu”; then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, CIF Hierarchy Diagram, for an overall view of CIF functions. To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer. A complete listing of the reports created by CIF is as follows:

<u>Report Title</u>	<u>Menu Path</u>
Report of Survey Menu	1,2,2
Cash Collection Voucher Menu	1,2,3
Reprint Adjust Item Report	1,2,6,2
Negative On-Hand Balances	1,3,4,1
Location Survey/Inventory Count Sheets	1,3,4,2
Inventory Control Sheets	1,3,4,3,1
Initial Inventory Adjustment Report	1,3,4,4
Property Book	1,4,1,1
Stock Items for Issue	1,4,1,2
Stock On hand Totals	1,4,1,3
Quantity Possessed by Soldiers	1,4,1,4
Main Stockage Report	1,4,1,5,1
Main Replenishment Report	1,4,1,5,2,1
CIF Shortage Report	1,4,1,5,2,2
Retention Stockage Report	1,4,1,5,3
Main Report for ALL Annex Excess	1,4,1,5,3,1
Excess Report for THIS CIF only	1,4,1,5,3,2
Main Excess Report w/Annex Information	1,4,1,5,3,3
Selected Stock Master	1,4,1,7
Training Items	1,4,1,8
Monthly Transaction Register	1,4,1,9
Document Register	1,4,2
UIC Cross Reference	1,4,3,1
Clothing Records by UIC	1,4,3,2
Hand Receipts by UIC	1,4,3,3
Consolidated Due Out Items	1,4,3,4
Unit Transfer Menu	1,4,3,5
Individual Profiles	1,4,4,1
Individual Due to Out Process	1,4,4,2
Individual Past Due to Out Process	1,4,4,3

Individual Transfer Menu	1,4,4,4
Authorized Clothing Items	1,4,5,1
Summary of Operations	1,5,13
End of Day Processing	1,5

3.2.4 Custom Reports.

The ISM “Ad Hoc Query” utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the “cif” database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The CIF ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute CIF, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the CIF application.

3.3.1 Hardware Required

Hardware configurations required to support CIF include:

- a. Computer. IBM RISC 6000 System - Model 7012-300 series.
- b. Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.
- c. Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required

The software required, to run, CIF ISM includes:

- a. Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.
- b. RDBMS. ANSI SQL-compliant relational database management system (such as Oracle7TM for AIX-Based Systems). The database is a collection of data, information about indexes and system catalogs that describe the structure of the database.
- c. ISM Application. This is the CIF application software and is used in host mode.
- d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode software utilities.
- e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between

computers.

3.3.2.1 Database/Data Bank Characteristics.

CIF is designed using a RDBMS that will:

- a. Allow installation-unique tables and attributes.
- b. Provide integration with other portions of the installation, central data repository previously developed.
- c. Use data elements standardized IAW AR 25-9.

The data elements used for CIF are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD) Automated Dictionary Support System (ADSS). The data elements for CIF are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.3 Major Application Components.

CIF contains the following major components:

- a. Logical Parts of the System. CIF consists of three input modules (tracking, issues, and turn ins of OCIE) and one output module (query management system for queries and reports).
- b. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:
 - (1) Host computers located at the installation sites.
 - (2) Communications hardware and software to support local and long-haul connectivity.
 - (3) User workstations located at Army installations.
 - (4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System

(IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

CIF communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

Settings:

Terminal Type	: VT100
Duplex	: FULL
Line Wrap	: OFF
Scroll	: ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

Port	: COM1*
Baud rate	: 2400*
Parity	: SPACE*
Data Bits	: 7
Stop Bits	: 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings.

The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file

vtpc-c.tbl

keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file. In the following sample config.tel file, the variables marked with “*” should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a ‘#’ is commentary. See the NCSA documentation for details.

```

myname=myname          # PC's LAN name; unique to LAN
myip=192.108.181.200   # PC IP address; unique to LAN

name=default
keymap="VTPC-C.tbl"    # sets default keymap

name=ISMHOST           # ISM host's LAN name
hostip=192.108.181.72# ISM host's IP address

```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument. State-of-the-art, digital cellular communication is used where data links are critical.

- b. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.
- d. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.
- e. Better Utilization of Staff. Administrative burdens are reduced by automating data-collection and report-generating functions. In some instances, manual tasks are eliminated, entirely.

- f. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.
- g. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.
- h. Graphics. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.4 System Interfaces.

CIF references data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically.

The CIF application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done as a direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

CIF will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits “upload/download” of data from STAMIS to the shared data file and to CIF data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

CIF operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the Informix DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise CIF. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. CIF is written in C. Refer to Section 3.2, Software Inventory, for details.

The CIF programs communicate by shared access to the “cif” database. The database tables accessible by CIF are listed in Section 3.2.2.1. CIF also references various tables in the ILIDB. The CIF Database Design Specification (DBDD) manual (AISM 25-LA2-A09-AIX-DBDD) contains more details about the database.

The CIF Hierarchy Diagram indicates the organization of the CIF menus and shows the branch points from the main program to the other CIF programs. These branch points are indicated by an

“=” next to an entry. Subsequent processing of lower branches is done by the CIF program shown at the right of the “=>” unless and until another branch appears. An “*” next indicates that the selection is not implemented. A “+” indicates that it is discussed in detail in this manual. Unmarked entries are discussed in the CIF End User Manual. Figure 3.4-1 is a directory of the menus and screens available to the CIF user.

<u>Menu Name or Screen</u>	<u>Executable</u>
Master Menu	==> cif_prg
+---1. =Peacetime Menu	
+---1. =Master File Maintenance Menu	==> mfm_prg
+---1. Property Book Menu	
+---1. Add/Change	
+---1. Add/change Record	
+---2. Change Lin/Size Select	
+---2. Delete	
+---3. Browse Menu	
+---1. Line Number	
+---2. National Stock Number	
+---3. Nomenclature	
+---99. Return to the Master Menu	
+---4. Inquire	
+---5. Laundry/Maintenance/Classification Menu	
+---6. Monthly Washout Rate Menu	
+---1. Browse Menu	
+---1. Line Number	
+---2. National Stock Number	
+---3. Nomenclature	
+---99. Return to the Master Menu	
+---2. Update Menu	
+---99. Return to the Master Menu	
+---99. Return to the Master Menu	
+---2. UIC Cross Reference Menu	==> uic_prg
+---1. Add/Change	
+---2. Delete	
+---3. Browse	
+---4. Inquire	
+---99. Return to the Master Menu	
+---3. =Menus Menu	==> menus_prg
+---1. Add/Change	
+---2. Delete	
+---3. Browse	
+---99. Return to the Master Menu	
+---99. Return to the Master Menu	

Figure 3.4-1. CIF Hierarchy Diagram

<u>Menu Name or Screen</u>	<u>Executable</u>
M 1	
+---2. =Adjustment Transactions Menu	==> adjtr_prg
+---1. Statement of Charges Menu	
+---1. Hand Receipt	
+---2. Reprint Hand Receipt Report	
+---3. Individual	
+---4. Reprint Individual Report	
+---5. Cancel Individual	
+---99. Return to the Master Menu	
+---2. Report of Survey Menu	
+---1. Hand Receipt	

			+---2. Reprint Hand Receipt Report	
			+---3. Individual	
			+---4. Reprint Individual Report	
			+---5. Cancel Individual	
			+---99. Return to the Master Menu	
			+---3. Cash Collection Voucher Menu	
			+---1. Hand Receipt	
			+---2. Reprint Hand Receipt Report	
			+---3. Individual	
			+---4. Reprint Individual Report	
			+---5. Cancel Individual	
			+---99. Return to the Master Menu	
			+---4. Lateral Transfer Out Menu	
			+---1. Initiate	
			+---2. Post	
			+---99. Return to the Master Menu	
			+---5. Lateral Transfer In	
			+---6. =Adjust Item (AAR)	==> adjtr_prg
			+---1. Process Adjust Item	
			+---2. Reprint Adjust Item Report	
			+---7. Found on Installation	
			+---8. Turn In to SSA/DRMO Menu	
			+---1. Initiate	
			+---2. Post	
			+---3. Modify/Reprint	
			+---4. Cancel	
			+---99. Return to the Master Menu	
			+---9. Turn In to Main at Annex Menu	
			+---1. Initiate	
			+---1. Manual Turn In of Excess (CCB)	
			+---2. Automated Turn In of Excess (CCB)	
			+---3. Manual Turn In of CC K	
			+---4. Automated Turn In of CC K	
			+---2. Post	
			+---1. Turn In of Excess (CCB)	
			+---2. Turn In of CC K	
			+---3. Modify/Reprint	
			+---1. Turn In of Excess (CCB)	
			+---2. Turn In of CC K	
			+---99. Return to the Master Menu	
			+---10. Receive Items From Annex at Main Menu	
			+---1. Receive AFI Items	

Figure 3.4-1. CIF Hierarchy Diagram. - Continued.

Menu Name or Screen

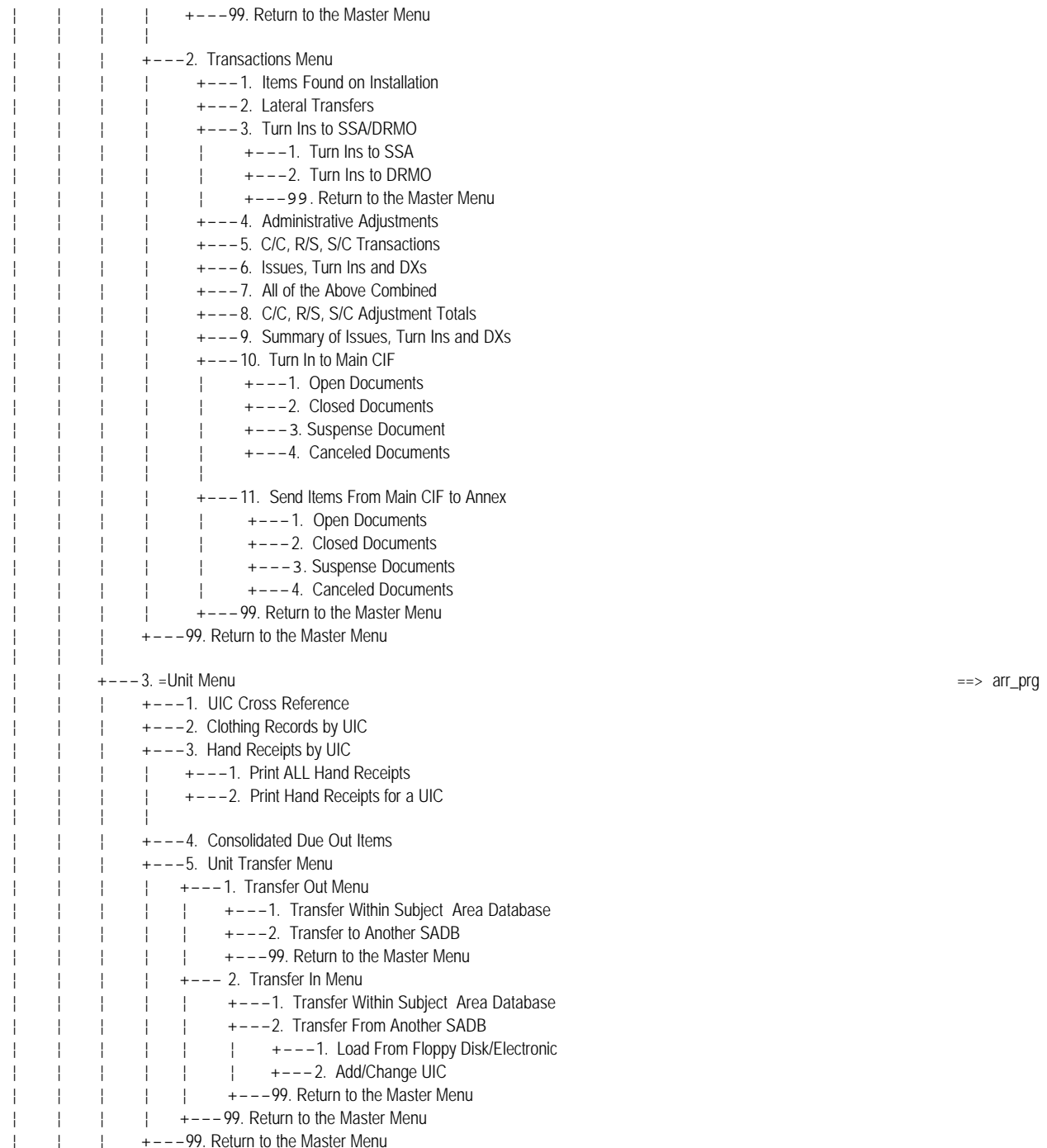
Executable

M	1	2	10
			+---2. Receive CC K Items
			+---11. Send Items to Annex at Main Menu
			+---1. Initiate (Automated)
			+---2. Initiate (Manual)
			+---3. Post
			+---4. Modify/Reprint
			+---5. Cancel
			+---99. Return to the Master Menu
			+---12. Receive Items From Main at Annex

				+---99. Return to the Master Menu	
				+---3. =Inventory Process Menu	==> inv_prg
				+---1. Clear Inventory Flags	
				+---2. Set Inventory Flags Menu	
				+---1. Complete Inventory	
				+---2. Partial Inventory	
				+---99. Return to the Master Menu	
				+---3. Post Inventory Counts	
				+---4. =Reports Menu	==> mu_prg
				+---1. Negative On-Hand Balances	
				+---2. Location Survey/Inventory Count Sheets	
				+---3. Inventory Control Sheets	
				+---1. Standard Order	
				+---2. NSN Order	
				+---3. Line Order	
				+---4. Initial Inventory Adjustment Report	
				+---99. Return to the Master Menu	
				+---99. Return to the Master Menu	
				+---4. =As Required Reports Menu	==> arr_prg
				+---1. Property Book Menu	
				+---1. Property Book	
				+---2. Stock Items for Issue	
				+---3. Stock On Hand Totals	
				+---4. Quantity Possessed by Soldiers	
				+---5. Stockage Report Menu	
				+---1. Main Stockage Report	
				+---2. Stockage Shortage Report Menu	
				+---1. Main Replenishment Report	
				+---2. CIF Shortage Report	
				+---99. Return to Master Menu	
				+---3. Retention Stockage Report Menu	
				+---1. Main Report for All Annex Excess	
				+---2. Excess Report for THIS CIF only	
				+---3. Main Excess Report w/Annex Information	
				+---99. Return to the Master Menu	
				+---99. Return to the Master Menu	
				+---6. Laundry/Maintenance/Classification	
				+---1. Laundry/Maintenance	
				+---2. CCK Items by NSN	
				+---3. CCK Items by LIN	
				+---4. CCH Items by NSN	
				+---5. CCH Items by LIN	
				+---7. Selected Stock Master	
				+---8. Training Items	
				+---9. Monthly Transaction Register	

Figure 3.4-1. CIF Hierarchy Diagram- *Continued.*

Menu Name or Screen					Executable
M	1	4	1		
				+---10. Due Out to Troops Menu	
				+---1. Index by SSN	
				+---2. Index by NSN	
				+---11. Monthly Washout Report (MWO > 0)	
				+---99. Return to the Master Menu	
				+---2. Document Register Menu	
				+---1. Requisitions Menu	
				+---1. Document Number	
				+---2. National Stock Number	
				+---3. Selected Dates	

Figure 3.4-1. CIF Hierarchy Diagram- *Continued.*

Menu Name or Screen

Executable

M	1	4
		+---4. Clothing Menu
		+---1. Individual Profiles
		+---2. Individuals Due to Out Process
		+---3. Individuals Past Due to Out Process
		+---4. Individual Transfer Menu
		+---1. Transfer Out Menu
		+---1. Transfer Within Subject Area Database
		+---2. Transfer to Another SADB
		+---99. Return to the Master Menu
		+---2. Transfer In Menu
		+---1. Transfer Within Subject Area Database

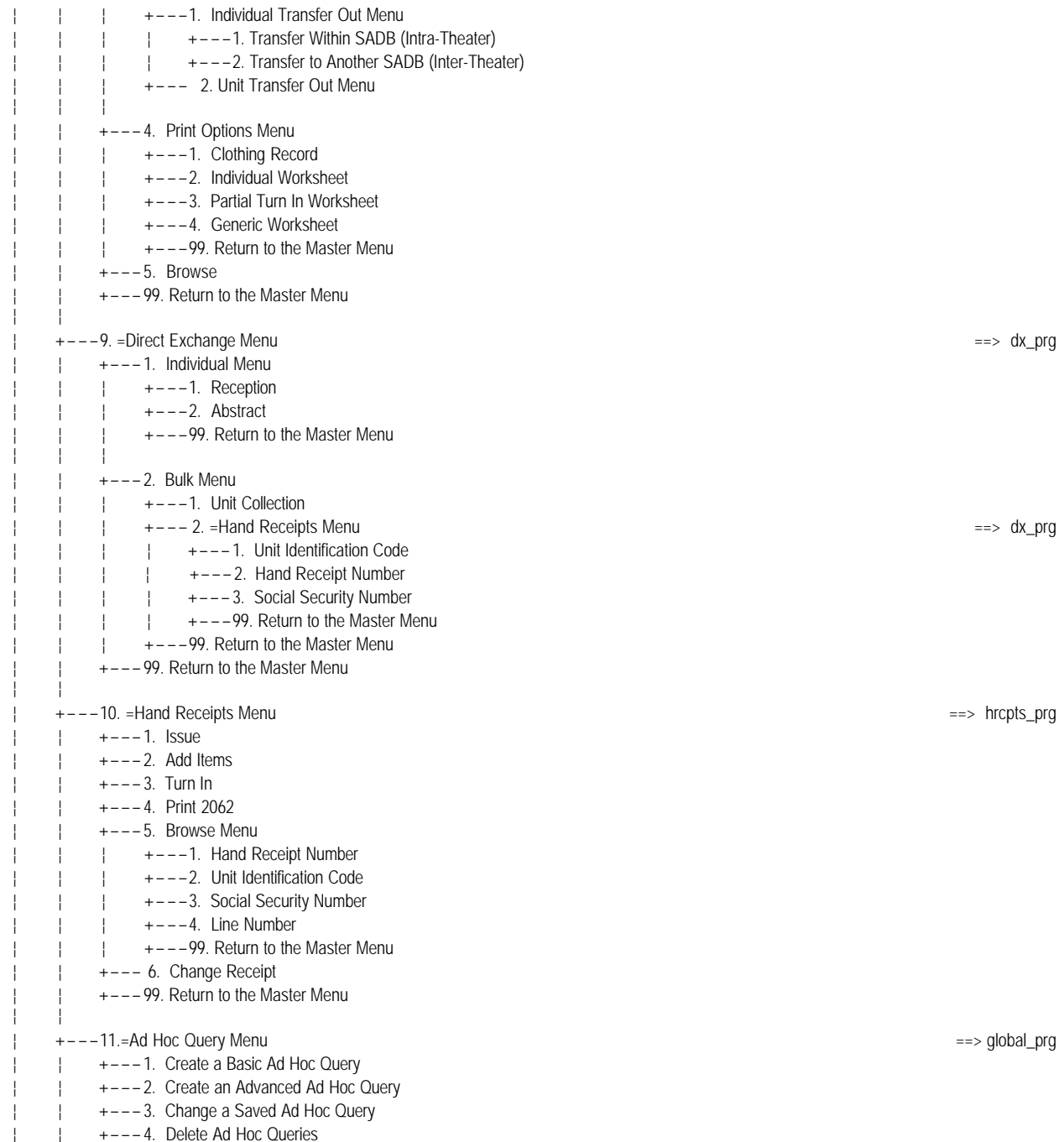
					+---2. Transfer From Another SADB	
					+---1. Load From Floppy Disk/Electronic	
					+---2. Add Individuals to Database	
					+---99. Return to the Master Menu	
					+---99. Return to the Master Menu	
					+---99. Return to the Master Menu	
					+---5. Reconciliation of Personnel	
					+---99. Return to the Master Menu	
					+---5. Other Menu	
					+---1. Authorized Clothing Items	
					+---2. Summary of Operations	
					+---3. Reprint Summary of Operations	
					+---99. Return to the Master Menu	
					+---99. Return to the Master Menu	
					+---5. =End of Day Process	=> eod_prg
					+---1. Process End of Day Menu	
					+---1. Clear End of Day Flag	
					+---2. Set End of Day Flag	
					+---3. Process End of Day	
					+---2. Reprint Daily Transaction Register	
					+---3. Reprint Document Register for Issues/Turn ins	
					+---4. Reprint Document Register for Requisitions	
					+---5. Reprint Document Register for C/C, R/S & S/C	
					+---6. Reprint Document Register for Turn Ins to SSA/DRMO	
					+---7. Reprint Document Register for Admin Adjustment	
					+---8. Reprint Document Register Found on Installation	
					+---9. Reprint Document Register for Lateral Transfer	
					+---10. Reprint Individual Incomplete Worksheet	
					+---11. Reprint HR Scheduled for Return	
					+---12. Reprint Consolidated Retention Stockage Report	
					+---13. Reprint Document Register for Foreign Transactions	
					+---99. Return to the Master Menu	
					+---6. =Requisitions Menu	=> req_prg
					+---1. Create Supply Requisition	
					+---2. Request Status Changes	
					+---3. Post Receipts	
					+---4. Post Supply Status Menu	
					+---1. Automated	
					+---2. Manual	
					+---99. Return to the Master Menu	
					+---5. Close a Document	
					+---6. Reopen a Closed Document	
					+---7. Browse Menu	
					+---1. Document Number	

Figure 3.4-1. CIF Hierarchy Diagram- *Continued.*

Menu Name or Screen					Executable
M	1	7	9		
					+---2. National Stock Number
					+---99. Return to the Master Menu
					+---8. Inquire
					+---9. Create Supply Transactions File Menu
					+---1. Floppy Disk (DOS)/Electronic
					+---2. Cartridge Tape
					+---3. Floppy Disk (DOS)
					+---99. Return to the Master Menu
					+---10. Purge Closed Requisitions
					+---11. Reprint Create Supply Requisition

Figure 3.4-1. CIF Hierarchy Diagram – *Continued.*

Menu Name or Screen			Executable
M	1	8	
		+---2. Partial Turn In Menu	
		+---1. By Menu Code Menu	
		+---1. Reception	
		+---2. Abstract	
		+---99. Return to the Master Menu	
		+---2. By Line Number	
		+---1. Reception	
		+---2. Abstract	
		+---99. Return to the Master Menu	
		+---99. Return to the Master Menu	
		+---3. Transfer Out Menu	

Figure 3.4-1. CIF Hierarchy Diagram – *Continued.*Menu Name or Screen

```

|      |      +---2. View Problem Report/ECP-S
|      |      +---3. Delete ECP/PR
|      |      +---4. Submit ECP/PR
|      |
|      |      +---4. ISM Data Sheet
|      |      +---99. Return to the Master Menu
|
+---6.=+Problem Reports/ECP-S Menu                                ==> global_prg
|      |      +---1. Add/Change Problem Report /ECP
|      |      +---2. View Problem Report/ECP-S
|      |      +---3. Delete ECP/PR
|      |      +---4. Submit ECP/PR
|
+---7.=+CIF Initialization/Admin Menu                            ==> admin_prg
|      |      +---1. Security Administration Menu
|      |      |      +---1. Add/Change Logname Permissions
|      |      |      +---2. Delete Logname Permissions
|      |      |      +---3. Add/Change ISM Netrc File
|      |      |      +---4. View Permissions
|      |      |      +---99. Return to the Master Menu
|      |
|      |      +---2. Customize CIF Data Menu
|      |      |      +---1. =Installation Unique/Defaults Menu
|      |      |      |      +---1. Add Annex
|      |      |      |      +---2. Change Record of Existing Annex
|      |      |      |      +---3. Delete Annex
|      |      |      |      +---4. Move Installation
|      |      |      |      +---99. Return to the Master Menu
|      |      |
|      |      |      +---2. Add/Change Operating Levels
|      |      |      +---3. Accounting Requirements Codes Menu
|      |      |      |      +---1. Add/Change
|      |      |      |      +---2. Delete
|      |      |      |      +---99. Return to the Master Menu
|      |      |
|      |      |      +---4. Advice Codes Menu
|      |      |      |      +---1. Add/Change
|      |      |      |      +---2. Delete
|      |      |      |      +---99. Return to the Master Menu
|      |      |
|      |      |      +---5. Category Codes Menu
|      |      |      |      +---1. Add/Change
|      |      |      |      +---2. Delete
|      |      |      |      +---99. Return to the Master Menu
|      |      |
|      |      |      +---6. Condition Codes Menu
|      |      |      |      +---1. Add/Change
|      |      |      |      +---2. Delete
|      |      |      |      +---99. Return to the Master Menu

```

Figure 3.4-1. CIF Hierarchy Diagram – *Continued.*

Menu Name or Screen

Executable

```

M      7      2
|      |      +---7. Control Item Inventory Codes Menu
|      |      |      +---1. Add/Change
|      |      |      +---2. Delete
|      |      |      +---99. Return to the Master Menu
|      |
|      |      +---8. Demand Codes Menu
|      |      |      +---1. Add/Change
|      |      |      +---2. Delete
|      |      |      +---99. Return to the Master Menu
|      |
|      |      +---9. Direct Support Unit Codes Menu
|      |      |      +---1. Add/Change
|      |      |      +---2. Delete

```

			+---99. Return to the Master Menu	
			+---10. Priority Codes Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---11. Receipt Status Codes Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---12. Reportable Item Control Codes Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---13. Requisition Identifier Codes Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---14. Status Change Request Identifier Codes Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---15. Supply Status Codes Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---16. Unit of Issue Menu	
			+---1. Add/Change	
			+---2. Delete	
			+---99. Return to the Master Menu	
			+---99. =Return to the Master Menu	==> end of custom_prg
			+---3. =Setup Installation-Specific Applications Menu	==> admin_prg
			+---1. Add/Change Menu Entries	
			+---1. Unix Prompt	
			+---2. Delete Menu Entries	
			+---1. Unix Prompt	
			+---99. Return to the Master Menu	
			+---4. =Peripheral Administration Menu	==> admin_prg
			+---1. Add/Change Application Printers	
			+---2. Delete Application Printers	
			+---99. Return to the Master Menu	
			+---5. =CIF Administrative Menu	==> cif_admin_prg

Figure 3.4-1. CIF Hierarchy Diagram – *Continued.*

Menu Name or Screen			Executable
M	7	5	
			+---1. Initial Startup Functions Menu
			+---1. Create Open Requisitions
			+---2. Create Pending Lateral Transfers
			+---3. Create Pending Turn Ins to SSA/DRMO
			+---4. Balance Forward
			+---99. Return to the Master Menu
			+---2. Property Book Adjustments Menu
			+---1. Quantity Possessed by Soldiers
			+---2. Due In Quantity
			+---3. Due Out Quantity
			+---4. Loan Quantity
			+---5. Suspense Quantity



Figure 3.4-1. CIF Hierarchy Diagram

3.4.1 Performance.

Accessing CIF forms is virtually immediate. Large reports may take several minutes to process, depending on size and complexity of queries. Disturbances in the connections to the system over any telecommunications pathways may reduce the access time for CIF forms and menus. The CIF application adheres to the following performance requirements:

- a. Built around a relational database with a query capability to retrieve CIF data. The processes used to retrieve data are easy to use, menu-driven, and require minimal external user training. Help screens and embedded tutorials are provided to enhance user's confidence and reduce training time.
- b. Contains a dictionary of data elements, codes and values that can be accessed on-line.
- c. Distinguishes between different types and levels of users for adequate data integrity and confidentiality. CIF is able to restrict access to processes and databased on the type of user and the access authority granted.
- d. Is available to the users 24 hours per day, 7 days per week, except for periods where system maintenance is required. However, system maintenance will be performed during low processing periods, e.g., on weekends.
- e. Provides utilization and management statistics to track support module use, number of users having access to the module, storage requirements for applications software, storage requirements for CIF data, and processing cycles required (average daily, weekly, and monthly).

- f. Produces an archival record of application/database changes.
- g. Provides information concerning the version in use for configuration management.
- h. Provides the ability to do cross-system queries that will allow you to:
 - ? select and combine information from one or two files,
 - ? specify the ordering of data in reports,
 - ? specify exactly how the report is to appear with page headings and footings and column headings,
 - ? save the specifications that generate each report,
 - ? save selected query results.
- h. User-friendly. Some of the criteria used to determine the degree to which CIF is user-friendly are: the system learning curve, how well the user remembers how to use the program, speed of performance, rate of user error, and user satisfaction. The way it optimizes user friendliness is by displaying system data entry screens and menus in a standard format with standard function keys used throughout the system.
- i. Restricts access to functions by user name and password.
- k. Provides a command line describing actions you can take on a specific screen. For example, <F1> Help. The user interface is sufficiently informative so that an experienced user will not have to rely on printed documents, such as user manuals, to execute the normal tasks.
- l. Treats all alphabetic entries as the capitalized case; the system is not case sensitive.
- m. Allows you to press the <Esc> key before completing any transaction.
- n. Verifies data type, values, and ranges for each data field.
- o. Provides the option of directing system output to the screen, a printer, or a file.
- p. Provides access to an electronic mail system.
- q. Designed to allow data retrieval and querying functions to support any required reports.

3.4.2 Accuracy and Validity.

The following items represent the minimum accuracy and validity performance requirements:

- a. Accuracy is critical for data elements identifying requisitions/purchase requests, items ordered, and accounting codes.
- b. CIF completely edits all interactive and batch transactions for valid codes in each data element and is consistent with other data elements in the transaction data in the database. If an error is made in data entry, CIF will notify you and allow correction of the appropriate fields without forcing the re-keying of every entry. It processes all transactions through all edits and reports all errors.
- c. In editing interactive and batch transactions, CIF employs valid code tables. Changes to the code tables are effective in the edits without programmer support.

- d. CIF incorporates transaction logging and error recovery procedures. It will not lose data nor leave incomplete transactions in the database as the result of a system malfunction.
- e. CIF maintains accurate data and produces accurate reports, using all the data in the system. Defining data fields that are selected or combined to produce the desired report is crucial to the success of the application. Calculations involving dollar amounts are accurate to the third decimal place and rounded to the .5 mil rule. Data transmitted to the CIF are 100% accurate.
- f. Final validity of CIF requires testing in accordance with test bed TB 18-104, *Army Automation - Testing of Computer Software* and the ISM Configuration Management Plan.

3.4.3 Timing.

There are three major concerns regarding timing:

- a. Availability of updated information from external sources.
- b. Availability of information from the installation shared database.
- c. Responsiveness of the system to the user.

3.4.4 Availability of External Data.

CIF is able to receive input data via magnetic media or electronic data transfer, either on-line directly from another system or via modem and download.

- a. User Profile Data. Since the primary purpose of CIF is to reduce the redundant entry of existing data and reduce the probability of errors entering the system, CIF has user profile data posted to its data files. This data is used to establish authorization for the individual to access the system and is tested against personnel, unit, phone, and address files.

3.4.5 User Responsiveness.

- a. Response time from receipt of input data to availability of products. CIF edits interactive transactions and updates tables on-line. Both invalid codes and inconsistent data elements (transaction and resident) are corrected at the time of input. The data will then be immediately available to all processes and sub-processes.
- b. Response time to queries and updates.
 - (1) Queries and updates for data input/update on an individual record will have an immediate response time of not more than one second, ninety percent of the time. This response time is the target for a directly connected device, which is not confused with communication-related lags attributed to dial-ins, communication controllers, multiplexors (MUXs), concentrators, LANs, etc. This target response time is a database design requirement.
 - (2) Queries and updates on multiple records provide an adequate response in not more than one second, ninety percent of the time. These transactions take place within an installation, assuming adequate application connectivity is in effect.

3.4.6 Controls.

Through the “CIF Initialization/Administration Menu” the CIF Administrator controls which user LOGIN ID’s have access to the specific CIF functions. The installation Directorate of Information Management (DOIM) and installation level SAFF for CIF have established ISM controls to ensure the proper use of the ISM in support of the overall mission. The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or “crashes,” and other abnormal shutdowns of the ANSOC computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1 Failure Contingencies.

CIF requires three types of failure contingency safeguards in case of user error or hardware/software failure:

- ? Back Up
- ? Fall Back
- ? Degraded Modes of Operation

3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

- a. Program Backup. Use this backup to restore the latest version of the ISM application software and it is separate from the database.
- b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure. The backup comes from three sources:
 - (1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.
 - (2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.
 - (3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely destroyed.
- c. Electrical Power Backup. In case power to the computer is suddenly lost, an uninterruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from

shutting down in the middle of saving files.

Backup requirements are those necessary to ensure continued achievement of system functions. There are two primary types of system backup:

- a. Automatic Backup. The system automatically saves work entered into the system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.
- b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

- a. Workstation Failures. There are two, primary fall back techniques:
 - (1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.
 - (2) Manual Operations. If the automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.
- c. Installation Failures. In case the installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	Operation
(1)	Interactive input of data
(2)	Standard report generation

(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

- a. General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.
- b. Policy. RDBMS transaction logging is automatic and has a default “checkpoint interval” of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. Installation personnel will perform backups of applications, the ILIDB, and subject area databases.
- c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and *‘For Official Use Only (FOUO)’* information. All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized access. Only users with a valid login ID and PASSWORD may access the CIF ISM. CIF SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a “need to know.” The system provides safeguards against these types of “hackers” or “idle curiosity seekers.”

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual who has been authorized system access and is attempting to falsify requisition records for the purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting

transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type of threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user who is deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and the last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7 Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7 ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-LA2-A09-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4 INSTALLATION SETUP

4.1 PROCESSING OVERVIEW.

After logging in, users access CIF via statements in their shell profiles - the file “.profile”. The command file “.setupISM”, (in the user’s home directory), is activated from this shell profile, which controls how CIF will be executed from that point on. After environment variables are set, the CIF main program “cif_prg” is executed in the CIF home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins. After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user’s shell is executed and the user is logged out. Any number of users can access CIF simultaneously, subject to limitations of the host system’s resources, including the RDBMS. For details on installing CIF, refer to the CIF Software Installation Plan (SIP) manual.

4.2 COMMUNICATIONS OVERVIEW

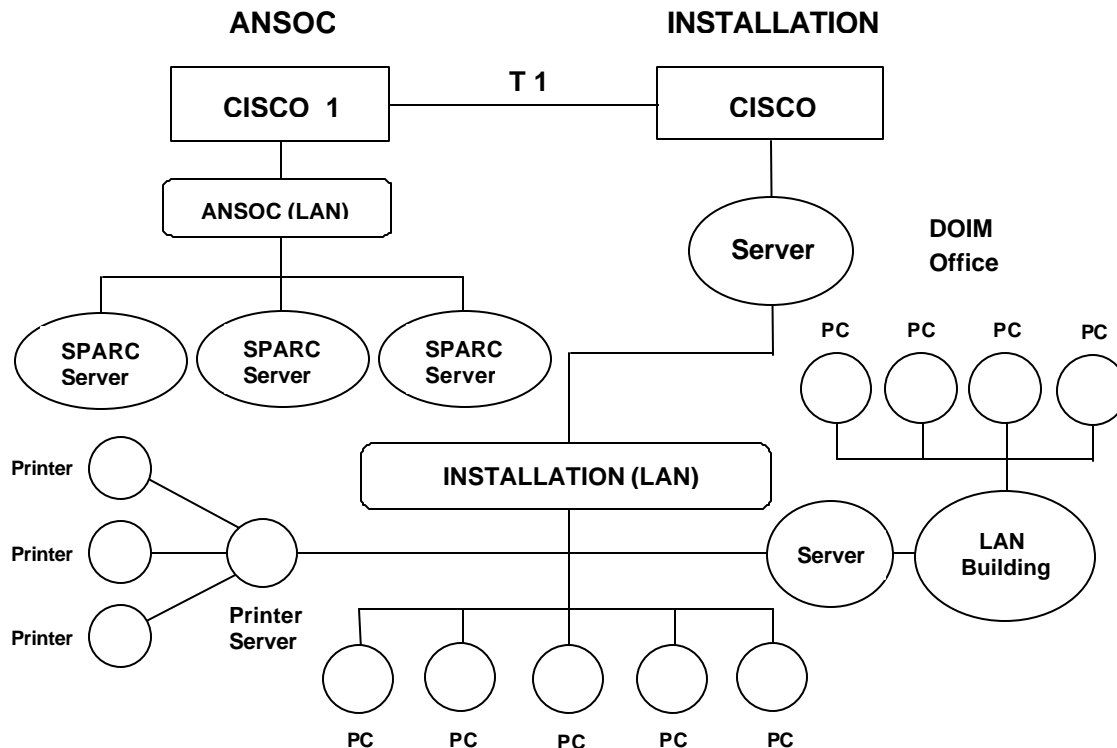


Figure 4.2-1. Communications Overview

The communications network involved within a typical system is shown in the chart in Figure 4.2-1.

4.3 SECURITY

The ISM Security Support Plan (SSP), in accordance with AR 380-19, “Information Systems Security” (ISS), DOD 5200.28-STD and “DOD Trusted Computer System Evaluation Criteria” (TCSEC), categorizes the information processed by CIF as unclassified sensitive-two (US-2). This means that CIF processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the CIF system, and reports produced by it, must be protected against improper or accidental disclosure. Each user is

issued a unique login name and password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user which must not be printed or disclosed. User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless the FA grants that specific access privilege to the user. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

4.3.1 Physical Safeguards

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

- a. Systems that have unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.
- b. Users will log off the computer whenever they leave the area.

4.3.2 Database Access

Access to view or change CIF data is restricted to users who have at least “connect” permission to the SADB and the ILIDB. Persons having DBA permission authority can grant any level of permission, such as “connect,” “resource,” or “DBA,” to other users, so access to these user accounts must be strictly controlled.

4.3.3 Installation-Specific Applications Menu

You can configure the Installation-Specific Applications Menu to make any program available at the discretion of the CIF FA. You must exercise caution in choosing what programs to make available via this menu and who has access to it. There is a risk to the security of other systems on the same host as CIF depending on the specific programs installed.

4.3.4 Beginning CIF Processing.

After successfully logging-in to CIF via the ISM computer, you are ready to begin processing. Upon accessing CIF, a start-up ‘warning’ screen will appear.



Figure 4.3-1. Federal Warning Screen

- a. To continue, press **<Enter>**. Then, follow the instructions supplied in Section 5, Description of Runs.
- b. To cancel and return to the **{Login:}** prompt, press **<F6>**. Then, follow the

appropriate procedure for disconnecting from the ISM computer.

5 DESCRIPTION OF RUNS

This section describes CIF functional administration procedures. For software user procedures, including ad hoc query, refer to CIF SUM. For installation procedures, refer to the CIF SIP manual. The security profile for each CIF user, that is set by the CIF administrator, determines which functional areas and procedures a user has access to. This does not normally include administrative or initialization functions. The CIF administrator has access to all functional areas and procedures.

5.1 RUN INVENTORY.

CIF administrative procedures are listed below by item being acted up on. The menu path after each procedure indicates the CIF menu path needed to perform the procedure. For information on how to perform procedures, refer to section 1.4.2, Procedural Conventions. For an overall view of all CIF functions, refer to Figure 3.4-1, CIF Hierarchy Diagram.

<u>Procedure Title</u>	<u>Path(s)</u>
Telephone Support	5,1
Message	5,2
ECP/PR, Add/Change	5,3,1 and 6,1
ECP/PR, Delete	5,3,2 and 6,2
ECP/PR, Submit	5,3,3 and 6,3
ISM Data Sheet	5,4
Logname Permissions, Add/Change	7,1,1
Logname Permissions, Delete	7,1,2
ISM Netrc File, Add/Change	7,1,3
Installation Unique/Defaults Menu	7,2,1
Add Annex	7,2,1,1
Change Record of Existing Annex	7,2,1,2
Delete Annex	7,2,1,3
Move Installation	7,2,1,4
Operating Levels, Add/Change	7,2,2
Accounting Requirements, Add/Change	7,2,3,1
Accounting Requirements, Delete	7,2,3,2
Advice Codes Menu, Add/Change	7,2,4,1
Advice Codes Menu, Delete	7,2,4,2
Category Codes Menu, Add/Change	7,2,5,1
Category Codes Menu, Delete	7,2,5,2
Condition Codes Menu, Add/Change	7,2,6,1
Condition Codes Menu, Delete	7,2,6,2
Control Item Inventory Codes Menu, Add/Change	7,2,7,1
Control Item Inventory Codes Menu, Delete	7,2,7,2
Demand Codes Menu, Add/Change	7,2,8,1
Demand Codes Menu, Delete	7,2,8,2
Direct Supply Unit Codes Menu, Add/Change	7,2,9,1
Direct Supply Unit Codes Menu, Delete	7,2,9,2
Priority Codes Menu, Add/Change	7,2,10,1
Priority Codes Menu, Delete	7,2,10,2
Receipt Status Codes Menu, Add/Change	7,2,11,1
Receipt Status Codes Menu, Delete	7,2,11,2
Reportable Item Control Codes Menu, Add/Change	7,2,12,1
Reportable Item Control Codes Menu, Delete	7,2,12,2
Requisitions Identifier Codes Menu, Add/Change	7,2,13,1
Requisitions Identifier Codes Menu, Delete	7,2,13,2
Status Change Request Identifier Codes Menu, Add/Change	7,2,14,1
Status Change Request Identifier Codes Menu, Delete	7,2,14,2
Supply Status Codes Menu, Add/Change	7,2,15,1
Supply Status Codes Menu, Delete	7,2,15,2
Unit of Issue Codes Menu, Add/Change	7,2,16,1

Unit of Issue Codes Menu, Delete	7,2,16,2
Setup Installation-Specific Applications Menu, Add/Change	7,3,1
Setup Installation-Specific Applications, Delete	7,3,2
Application Printers, Add/Change	7,4,1
Application Printers, Delete	7,4,2
Create Open Requisitions	7,5,1,1
Create Pending Lateral Transfer	7,5,1,2
Create Pending Turn Ins to SSA/DRMO	7,5,1,3
Balance Forward	7,5,1,4
Quantity Possessed by Soldiers	7,5,2,1
Due In Quantity	7,5,2,2
Due Out Quantity	7,5,2,3
Loan Quantity	7,5,2,4
Suspense Quantity	7,5,2,5
Classification Quantities	7,5,2,6
Adjust Carry Forward Items	7,5,3,1
Modify Clothing Items	7,5,3,2
Change Social Security Number	7,5,3,3
Change of Soldier Personal Data	7,5,3,4
Print Final Inventory Adjustment Report	7,5,4
Purge Outdated Personnel Record	7,5,5,1
Select Elements to Show	7,6,1
Element Comments, Add/Change	7,6,2

After entering the CIF system, the “Master Menu” will appear. This is the menu from which you can access all other menus and screens.

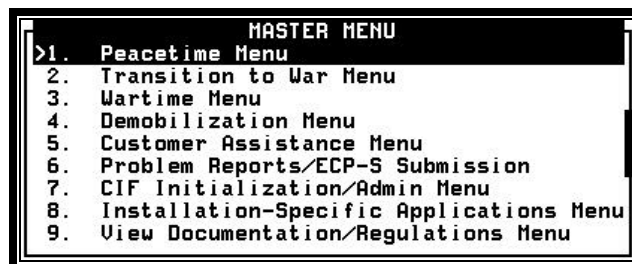


Figure 5.1-1. Master Menu

The “Peacetime Menu” contains the majority of user procedures. For administration procedures, refer to section 5.7, “CIF Initialization/Administration Menu”, and section 5.8, “Installation-Specific Applications Menu”.

5.2 BACKUP AND RESTORE PROCEDURES.

Both the CIF permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete backup of CIF must be adequate to resume operations on the same or a similarly equipped machine within a few hours. Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no backup utility within CIF. Section 7 shows a sample script to perform a backup.

5.3 DIAGNOSTIC PROCEDURES.

CIF does not have any diagnostic procedures.

5.4 ERROR MESSAGES.

CIF is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error and provides corrective procedures. CIF does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

5.5 CUSTOMER ASSISTANCE MENU (MENU PATH: 5)

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining CIF ISM data. Selection of this menu from the "Master Menu" will display the following menu.



Figure 5.5-1. Customer Assistance Menu

5.5.1 Telephonic Support. (Menu path: 5.1)

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

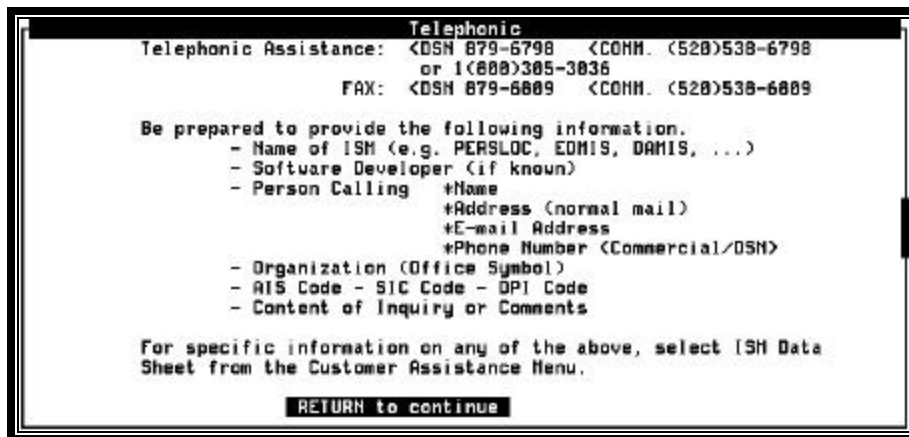


Figure 5.5-2. Telephonic Support

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For more specific information, select the "ISM Data Sheet" menu option.

5.5.2 Message. (Menu path: 5.2)

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.5.3 Problem Report (PR). (Menu path: 5.3)

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with CIF, select menu item #3 and press <Enter>. The following screen will appear.

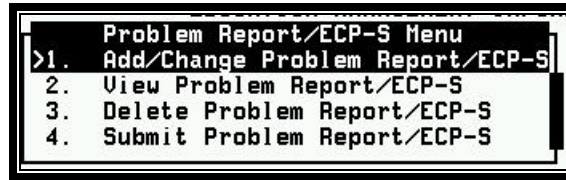


Figure 5.5-3. Problem Report

5.5.3.1 Add/Change Problem Report/ECP-S. (Menu path: 5.3.1)

Refer to paragraph 5.5.6.1 for more details.

5.5.3.2 View Problem Report/ECP-S.

Refer to paragraph 5.6.1.7 for more details.

5.5.3.3 Delete Problem Report/ECP-S. (Menu path: 5.3.2)

Refer to paragraph 5.6.1.8 for more details.

5.5.3.4 Submit Problem Report/ECP-S. (Menu path: 5.3.3)

Refer to paragraph 5.6.1.9 for more details.

5.5.3.5 Refer to paragraph 5.6.3 for more details. ISM Data Sheet. (Menu path: 5.4)

Use this procedure to display a fact sheet of information about CIF. The "ISM Data Sheet" screen allows you to obtain information on the CIF ISM. To obtain CIF ISM data, select this option from the "Customer Assistance Menu", and press <Enter>. The "ISM Data Sheet" will appear in two screens as shown.

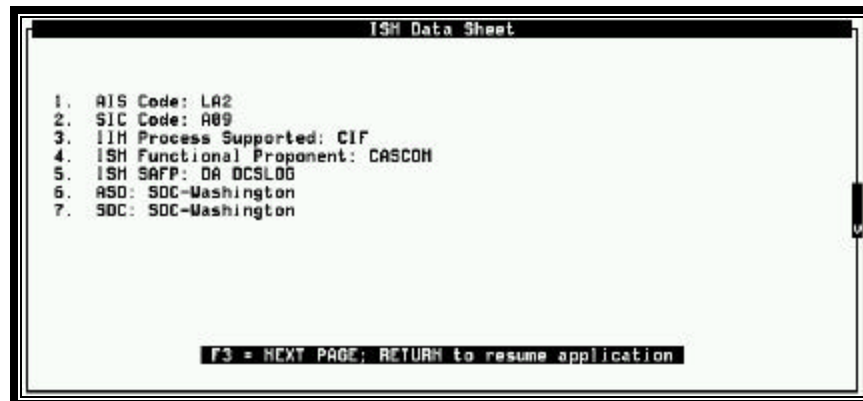


Figure 5.5-4. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

ISM Data Sheet

8. General: The CIF application is primarily an inventory control program

F2 = PREV PAGE; RETURN to resume application

5.6 PROBLEM REPORTS/ECP-S SUBMISSION MENU (MENU PATH: 6)

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the “Master Menu”, the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it.

Selection of this option from the “Master Menu” will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

Problem Report/ECP-S Menu

- >1. Add/Change Problem Report/ECP-S
- 2. View Problem Report/ECP-S
- 3. Delete Problem Report/ECP-S
- 4. Submit Problem Report/ECP-S

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

5.6.1 Add/Change Problem Report/ECP-S. (Menu path: 6.1)

Selection of this option from “Problem Report/ECP-S Menu” will present the following screen.

ECP-S (DA5005-R) (Page 1 of 4)

Originator Number: LA2-A150-144 Type of Report: ECP-S

To: _____ From: _____

ATTN: _____

Point of Contact: _____ Telephone: _____

Title: _____

Priority: _____

Application/Version: _____

Executive SW Baseline/Version: _____

Problem Date: _____

Job/Cycle/Program ID: _____

Title of Problem/Change: _____

F3 = SAVE to continue; F6 = CANCEL

Figure 5.6-2. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

<u>Field</u>	<u>Description</u>
Originator Number:	<p>Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu".</p> <p>Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code.</p> <p>Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.</p>
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name; installation name; and name of the person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495."
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson." The maximum length is 26 characters.
Point of Contact:	Enter the name of the Point of Contact (POC). The maximum length is 20 characters.
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC. The maximum length is 20 characters.
Priority:	Enter the Priority of the report, or press <F2> for choices. The maximum length is 9 characters.
Application/Version:	Enter the name of the application and the version number. Example: "CIF/02.00"
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: LA2-2.0 The maximum length is 20 characters.
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.

Job/Cycle/Program ID: Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.

Title of Problem/Change: Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

ECP-S (DA5005-R) (Page 2 of 4)

Originator Number: LA2-A150-144

Description of Problem/Change:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

<u>Field</u>	<u>Description</u>
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for the unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

ECP-S (DA5005-R) (Page 3 of 4)

Originator Number: **LA2-A150-144**

Effect on User:

Recommended Solution/Justification:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

<u>Field</u>	<u>Description</u>
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Recommended Solution/Justification:	Enter a brief description of the recommended solution for the problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to the previous page, press <F8/F4>. Pressing <F3> will display the following screen.

ECP-S (DA5005-R) (Page 4 of 4)

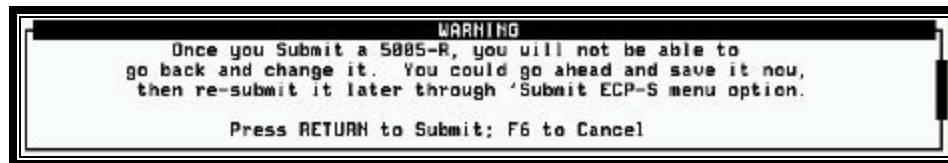
Originator Number: **LA2-A150-144**

Remarks:

**F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
F8/F1 = PRINT; F8/F3 = XMIT to transmit**

ECP-S - DA Form 5005-R (Page 4 of 4)

<u>Field</u>	<u>Description</u>
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.
Processing options from screen 4 are as follows:	
SAVE:	When you complete the problem report, press <F3> to save it.
CANCEL:	If you decide to cancel the problem report, press <F6>.
PREV PAGE:	To return to the previous page, press <F8/F4>.
TRANSMIT:	If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.



Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.6.1.1 Control Inputs.

To fill out an ECP-S, the original number is required (a unique ECP-S identifier used to track and recall an ECP-S) and a problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of-

- ? an AIS code
- ? an unique site identifier
- ? a site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the CIF runtime directory, control the following parameters:

- ? Site sequence number that is generated and incremented automatically.
- ? AISCODE, the identifying code assigned to CIF AIS
- ? DPI Code, a unique four-digit site identifier that is preset in CIF at installation time
- ? ECPDIR, indicates the path where the ECP-S input and output files are stored
- ? ECPDB is the ISM identifier (CIF).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

5.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The CIF screen banner includes the software version number, requested on the DA Form 5005-R.

5.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3 or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with CIF (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the CIF host. The size of the output is about two pages.

5.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.6.1.7 View Problem Report/ECP-S. (Menu path: 6.2)

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

The screenshot shows a terminal window titled "View ECP-S (DA5005-R) (Page 1 of 4)". The main heading is "*VIEWING RECORD*". The form contains the following fields:

- Originator Number: P01-A15N- (with a cursor after the dash)
- Type of Report: (blank)
- To: (blank)
- From: (blank)
- ATTN: (blank)
- Point of Contact: (blank)
- Telephone: (blank)
- Title: (blank)
- Priority: (blank)
- Application/Version: (blank)
- Executive SU Baseline/Version: (blank)
- Problem Date: (blank)
- Job/Cycle/Program ID: (blank)
- Title of Problem/Change: (blank)

At the bottom, it says "F3 = SAVE to continue; F6 = CANCEL".

View – ECP-S-DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.


```

View ECP-S (DA5005-R)                (Page 2 of 4)
Originator Number: LA2-M350-019
Description of Problem/Change:
training Donna

```

ECP-S-DA Form 5005-R (Page 2 of 4)

Press **<F3>** to view the next page or **<F6>** to cancel.

```

View ECP-S (DA5005-R) (Page 3 of 4)
Originator Number: LA2-M350-019
Effect on User:
Donna need to know

Recommended Solution/Justification:
help Donna

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

```

ECP-S- DA Form 5005-R (Page 3 of 4)

Press **<F3>** to view the next page or **<F6>** to cancel.

```

View ECP-S (DA5005-R)          (Page 4 of 4)
Originator Number: LA2-M350-020
Remarks:

```

ECP-S- DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select. Pressing **<F3>** returns you to the “Problem Report/ECP-S Menu”.

5.6.1.8 Delete Problem Report/ECP-S. (Menu path: 6.3)

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

```

      ECP-S (DA5005-R)                                (Page 1 of 4)
      *
      *
      Originator Number: LA2-A150-144   Type of Report: ECP-S
      To: _____ From: _____
      ATTN: _____
      Point of Contact: _____ Telephone: _____
      Title: _____
      Priority: _____
      Application/Version: _____
      Executive SW Baseline/Version: _____
      Problem Date: _____
      Job/Cycle/Program ID: _____
      Title of Problem/Change: _____
      F3 = SAVE to continue; F6 = CANCEL

```

Figure 5.6-3. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press **<F3>** to view the next page or **<F6>** to cancel.

```
ECP-S (DA5005-R)                                (Page 2 of 4)
```

Originator Number: LA2-A158-144

Description of Problem/Change:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

ECP-S (DA5005-R) (Page 3 of 4)
Originator Number: LA2-A150-144
Effect on User:

Recommended Solution/Justification:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
  
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

Delete ECP-S (DA5005-R) (Page 4 of 4)
Originator Number: LA2-M350-020
Remarks:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
F8/F1 = PRINT;
  
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```

DELETE ECP-S/PROBLEM REPORT

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL
  
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.6.1.9 Submit Problem Report/ECP-S. (Menu path: 6.4)

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change Problem Report/ECP-S procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the

following screen.

Submit ECP-S Menu				
Origin	Version	Priority	Modified	Submit
159 LA2-A150-159	cif R 1.08	Urgent	1998/01/26	N

Figure 5.6-4. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then a 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

ERROR	
The ECP LA2-A150-159 has already been submitted on 1998/06/30.	
RETURN to continue	

5.7 CIF INITIALIZATION/ADMINISTRATION MENU (MENU PATH: 7)

This menu gives the FA access to functions used to initialize (set-up) the application and to perform the system administration functions described in the following paragraphs. Refer to the CIF SIP if you are setting-up CIF at your installation for the first time. Selection of this menu from the "Master Menu" will display the following screen.

CIF INITIALIZATION/ADMIN MENU	
>1.	Security Administration Menu
2.	Customize CIF Data Menu
3.	Setup Installation-Specific Applications Menu
4.	Peripheral Administration Menu
5.	CIF Administrative Menu
6.	Ad Hoc Query Administration Menu
99.	Return to the Master Menu

Figure 5.7-1. CIF Initialization/Admin Menu

5.7.1 Security Administration Menu (Menu path: 7.1)

This option allows you to add, change, or delete users to/from the application. You can also restrict the access, the user has, to the database and various parts of the CIF program. This menu gives the FA access to three screens: add CIF users or change user access privileges, delete CIF users, and add or delete the alternate ISM administrator.

SECURITY ADMINISTRATION MENU	
>1.	Add/Change Logname Permissions
2.	Delete Logname Permissions
3.	Add/Change ISM Netrc File
4.	View Permissions
99.	Return to the Master Menu

Figure 5.7-2. Security Administration Menu

By default, only the CIF FA (user log-in name "cif") has access to the "Security Administration Menu". To grant a user access to the CIF database and the ILIDB, database administrator (DBA) access is required to both of these databases. For information about database access permission, refer to the Oracle SQL Reference Guide. To add a user to CIF the FA must know the valid UNIX system log-in name.

Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as a CIF user. To do this, the FA submits a list of prospective users to the SA at the ANSOC. The SA creates UNIX user accounts and assigns the log-in names and passwords.

5.7.1.1 Add/Change Logname Permissions (Menu path: 7.1.1)

This option allows access privileges for users on the ISM database. A user should automatically have resource permissions to the ISM database. Aside from database privileges, to give a user the ability to add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to CIF and to grant or change user access to functions.

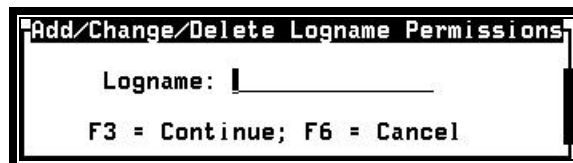
- a. Adding a user to CIF affects input/output as follows:
 - (1) Each login profile file (“`.profile`”) is modified to add the following lines:


```
exec .setupISM
exit
```

The result is that the user immediately runs CIF upon logging in, and is logged-out immediately upon exiting CIF. Refer to the file “`.setupISM`” for more information.
 - (2) Each user is granted “connect” access permission to the CIF database and ILIDB. The Oracle SQL Reference Manual contains details.
 - (3) A record is added to the CIF security table for each functional area that the user is granted access to. These records identify the user and they are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user’s “security profile”.
- b. Changing CIF user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

TO ADD A USER OR CHANGE ACCESS INFORMATION--

STEP 1. Use Procedure 7,1,1 to display the add/change screen.

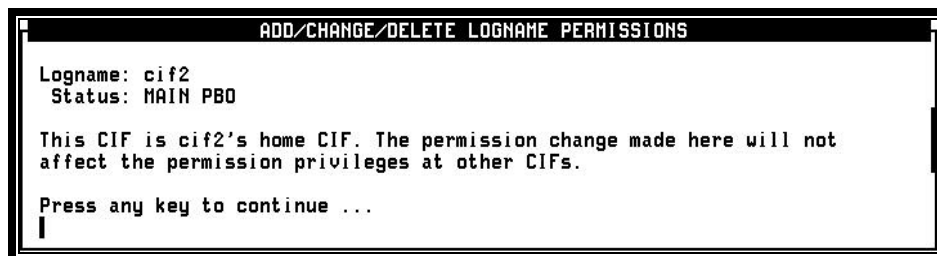


```

Add/Change/Delete Logname Permissions
Logname: |
F3 = Continue; F6 = Cancel
  
```

Figure 5.7-3. Add/Change Logname Permissions

STEP 2. Enter the log-in name (obtained from the ANSOC) and press F3.



```

ADD/CHANGE/DELETE LOGNAME PERMISSIONS
Logname: cif2
Status: MAIN PBO

This CIF is cif2's home CIF. The permission change made here will not
affect the permission privileges at other CIFs.

Press any key to continue ...
|
  
```

Once you press a key the following screen will appear.

```

Add/Change CIF User

* CHANGING RECORD *

Annexation Code: 0100
User Logname: cif2

Grant access privilege for:

  Y Master File Maintenance      Y Adjustment Transactions
  Y Inventory Process            Y As Required Reports
  Y End of Day Process           Y Requisitions
  Y Clothing Issues              Y Clothing Turn Ins
  Y Direct Exchanges             Y Hand Receipts
  Y Ad Hoc Query                 Y CIF Initialization/Admin
  N Installation-Specific Applications

      F3 = SAVE to commit work; F6 = CANCEL

Grant Access? (Y/N); F2 = CHOICES

```

Before pressing F3, you will receive the opportunity to validate Cif users as displayed below.

```

Validate Master File Maint. Sub Menu

  Y Add/Change Property Book
  Y Delete Property Book
  Y Browse Menu Property Book
  Y Inquire Property Book
  Y Laundry/Maint/Class Property Book
  Y Add/Change Menus
  Y Delete Menus
  Y Browse Menus
  Y Add/Change UIC Cross Ref.
  Y Delete UIC Cross Ref.
  Y Browse UIC Cross Ref.
  Y Inquire UIC Cross Ref.

      F3 = SAVE to commit work; F6 = CANCEL to abort;

```

When determining those menus the user will be granted access to as displayed by the screen above, you will be presented the following screen.

```

Grant Access Sub Menu MFM -1
N No Do Not Grant Access
>Y Yes Do Grant Access

```

By pressing F3, after inputting those areas the user will be granted access to, you will receive the following screen.

```

Add/Change/Delete Logname Permissions

Permission update for Logname 'cif2' completed!

Press any key to continue...

```

Press Enter to continue.

5.7.1.2 Delete Logname Permissions. (Menu path: 7.1.2)

This option allows you to delete PBO/users from the application. To change information about a user, highlight the “Add/Change Logname Permission” option and press **<Enter>**. Select this function to delete a valid user from CIF. Deleting a user from CIF affects input/output as follows:

- a. The user’s login file (“profile”) is modified so that the following command is removed:
exec .setupISM
exit
The result is that upon logging in, the user is immediately logged out.
- b. Access permissions to the CIF database and ILIDB are revoked.
- c. Appropriate security profile records are removed from the CIF database.

TO DELETE A USER--

STEP 1. Use Procedure 7,1,2 to display the delete screen.

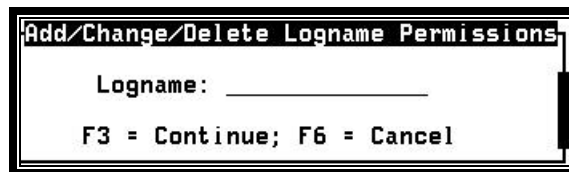
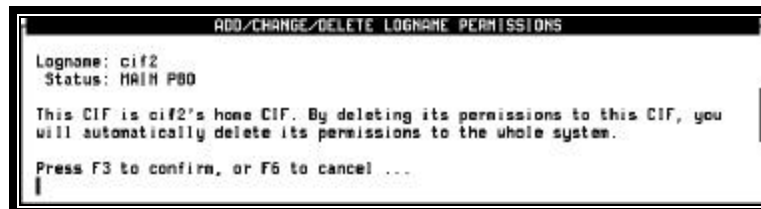


Figure 5.7-4. Delete Logname Permissions

STEP 2. Enter the user log name and press **<F3>** to delete. The system will display the following ‘delete confirmation’ screen.



By pressing F3 the following screen will appear.



Once you delete a user’s Logname, then you will not be able to retrieve his name. However, you can add back this user into the database with “Add/Change Logname Permission”. Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

5.7.1.3 Add/Change ISM Netrc File (Menu path: 7.1.3)

This option allows you to add or change the NETRC file to the application. The file is used for the transfer of CIF data to other CIF locations. Selection of this option from the “Security Administration Menu” will display the following screen.

```

Add/Change ISM Netrc File

Machine: _____
Login:   _____
Password: _____
Verify Password: _____

F3 = SAVE to CONTINUE; F6 = CANCEL;

```

Figure 5.7-5. Add/Change ISM Netrc File

This screen allows you to add or change NETRC file transfer permissions from one CIF to another. The (.netrc) file contains data from logging into a remote host over the network for file transfer by ftp.

<u>Field</u>	<u>Description</u>
Machine:	Identify a remote machine name.
Login:	Identify a user on the remote machine. You should verify that you have permission to send CIF data to the above Machine.
Password:	Supply a password that will allow access to the above machine.
Verify Password:	Re-enter to verify the above password.

Press <F3> to commit work or <F6> to cancel.

5.7.1.4 View Permissions (Menu path: 7.1.4)

This option allows you to view permission privileges at this CIF of all the lognames on the system. When selecting this option from the “Security Administration Menu”, you will receive the following screen.

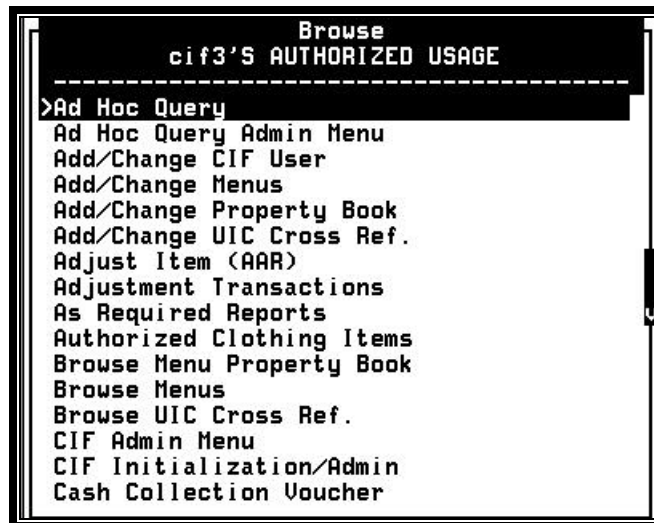
```

Browse
-----
>cif1      FA AT SADB
cif3      MAIN PBO AT THIS CIF
cif4      MAIN USER AT THIS CIF
cif5      MAIN PBO AT THIS CIF
cif6      MAIN PBO AT THIS CIF
cif7      MAIN PBO AT THIS CIF
cif8      MAIN PBO AT THIS CIF

```

Figure 5.7-6. View Permissions

Highlight your selection and press Enter. This will display the authorized usage of the user that you have selected with the following screen.



After making your selection, press F6 to return to the prior screen.

5.7.2 Customize CIF Data Menu (Menu path: 7.2)

With this option you can add, change, and delete information specific to this Application. This menu gives the FA access to functions for customizing CIF data to meet the specific needs of each organization. Select this option from the “CIF Initialization/Admin Menu” to produce the following screen.

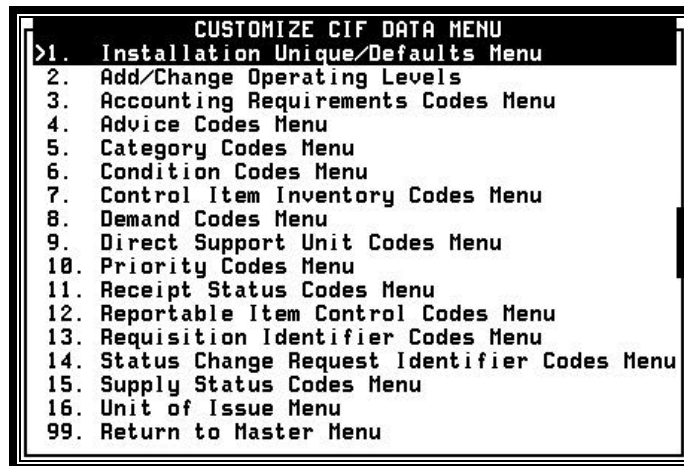


Figure 5.7-7. Customize CIF Data Menu

Highlight your selection and press <Enter>.

5.7.2.1 Installation Unique/Defaults Menu. (Menu path: 7.2.1)

Selection of this option from the “Customize CIF Data Menu” to add, change, delete or move an annex will present the following screen.



Figure 5.7-8. Installation Unique/Defaults Menu

Highlight your selection and press <Enter>.

5.7.2.2 Add Annex. (Menu path: 7.2.1.1)

This option allows the CIF Administrator the ability to go into the Installation Unique Data File. The data in this file is used to add an annex to the CIF main menu. Selection of this option from the "Installation Unique/Defaults Menu" will present the following screen.

Figure 5.7-9. Add Annex

This form will allow you to add an annex in the Installation Unique Data file.

Field

Description

Annex Code:

Enter the annex code.

Site Name:

Enter the site name or press <F2> for choices.

DODAAC:

Enter the Department of Defense Activity Address Code (DODAAC) of CIF.

Annexation Type:

Enter the annexation type.

Routing Identifier Code:

Enter the Routing Identifier Code.

Media and Status Code:

Enter the Media and Status Code.

Demand Code:

Enter the Demand Code or press <F2> for choices.

Fund Code:

Enter the Fund Code.

Signal Code:

Enter the Signal Code.

Distribution Code:

Enter the Distribution Code.

Project Code: Enter the Project Code.

Priority Code: Enter the Priority Code or press <F2> for choices.

Priority Codes		
>01	Force Activity Designator I	Urgency of Need A
03	Force Activity Designator III	Urgency of Need A
04	Force Activity Designator I	Urgency of Need B
06	Force Activity Designator III	Urgency of Need B
07	Force Activity Designator IV	Urgency of Need A
08	Force Activity Designator U	Urgency of Need A
09	Force Activity Designator IV	Urgency of Need B
10	Force Activity Designator U	Urgency of Need B
11	Force Activity Designator I	Urgency of Need C
12	Force Activity Designator II	Urgency of Need C
13	Force Activity Designator III	Urgency of Need C
14	Force Activity Designator IV	Urgency of Need C
15	Force Activity Designator U	Urgency of Need C

Direct Support Unit Code: Enter the Direct Support Unit Code or press <F2> for choices.

Add/Change/Delete Annex (Page 1 of 1)	
Direct Support Unit Codes	
A	DIVISION MAIN MAINTENANCE DSU FOR SUPPLY OF ...
B	Division forward DSU.
C	Division forward DSU.
D	Division forward DSU.
E	Division forward DSU.
F	Division main aircraft DSU.
G	Division forward DSU.
H	Division main missile DSU.
J	Division forward DSU.
K	Division main supply DSU for general supplies,

Account Processing Code: Enter the Account Processing Code.

Asset/Object Class Code: Enter the Asset/Object Class Code.

Advice Code: Enter the Advice Code or press <F2> for choices.

Advice Codes	
>1B	Quantity exceeds requisitioning objective.
1C	Fill as requested, substitute or reject.
1J	FILL AS REQUESTED OR REJECT IF ITEM NOT AVAILABLE.
1N	Item being returned.
1Q	
1R	
1S	
1T	
1U	
1V	
1W	
1X	
1Y	
1Z	
2A	Item is not locally obtainable.
2B	Requested item only will suffice.
2C	Do not back order.
2D	Furnish exact quantity requested.

Retention Factor: A percentage variable which determines the retention level for each annex.

Protection Value: Determines the percentage the Main must maintain before it ships items to annexes.

CONUS/OCONUS: Continental or Outside the Continental United States.

Press <F3> to update all the information about this action. After you saved the data, page 2 will appear.

Field	Description
Document Identifier Code (Requisition):	Enter the Document Identifier Code (DIC) or press <F2> for choices.

(DRMO): Enter the DIC for turnins to Defense Reutilization and Marketing

Office (DRMO).
 (SSA): Enter the DIC for turnins to SSA.
 Supplementary Address (Requisition): Enter the supplementary address for requisitions.
 (DRMO): Enter the Supplementary address for turnins to DRMO.
 (SSA): Enter the Supplementary address for turnins to SSA.
 Ship from: Enter the complete address of organization shipping items.
 Ship to (DRMO): Enter the complete address for shipping items to DRMO.
 Ship to (SSA): Enter the complete address for shipping items to SSA.
 Number of days for hand receipt: Enter the number of days for which a hand receipt is issued.
 Issue by Stations: Enter <Y> for yes or <N> for no.

Pressing <F3> will update all the information about this action.

After the data is saved, the screen will be cleared and you will be returned to the previous menu.

5.7.2.3 Change Record of Existing Annex. (Menu path: 7.2.1.2)

This option allows the CIF Administrator the ability to go into the Installation Unique Data File and change an annex to the CIF main menu. Selection of this option from the "Installation Unique/Defaults Menu" will present the following screen.

Figure 5.7-10. Change Record of Existing Annex

This form will allow you to change an annex in the Installation Unique Data file.

<u>Field</u>	<u>Description</u>
Annex Code:	Enter the annex code or press <F2> for choices.

Site Name:	Automatic Entry.
DODAAC:	Automatic Entry.
Annexation Type:	Automatic Entry.
Routing Identifier Code:	Automatic Entry.

Media and Status Code: Automatic Entry.

Demand Code: Automatic Entry.

Fund Code: Automatic Entry.

Signal Code: Automatic Entry.

Distribution Code: Automatic Entry.

Project Code: Automatic Entry.

Priority Code: Automatic Entry.

Direct Support Unit Code: Automatic Entry.

Account Processing Code: Automatic Entry.

Asset/Object Class Code: Automatic Entry.

Advice Code: Automatic Entry.

Retention Factor: A percentage variable which determines the retention level for each annex.

Protection Value: Determines the percentage the Main must maintain before it ships items to annexes.

CONUS/OCONUS: Continental or Outside the Continental United States.

Press <F3> to update all the information about this action. After you saved the data, page 2 will appear.

Add/Change/Delete Annex (Page 2 of 2)			
CHANGING RECORD			
Document Identifier Code.. (Requisition)	A01	(DRMO) AA	(SSA) AA
Supplementary Address..... (Requisition)	A	(DRMO) A	(SSA) A
Ship from (1)			
(2)			
(3)			
Ship to (DRMO) (1)		(SSA) (1)	
(2)		(2)	
(3)		(3)	
Number of days for hand receipt?	180	Issue by stations?	Y
F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL			

<u>Field</u>	<u>Description</u>
Document Identifier Code (Requisition):	Enter the Document Identifier Code (DIC) or press <F2> for choices.
(DRMO):	Enter the DIC for turn ins to Defense Reutilization and Marketing Office (DRMO).
(SSA):	Enter the DIC for turn ins to SSA.
Supplementary Address (Requisition):	Enter the supplementary address for requisitions.
(DRMO):	Enter the Supplementary address for turn ins to DRMO.
(SSA):	Enter the Supplementary address for turn ins to SSA.

Ship from: Enter the complete address of organization shipping items.

Ship to (DRMO): Enter the complete address for shipping items to DRMO.

Ship to (SSA): Enter the complete address for shipping items to SSA.

Number of days for hand receipt: Enter the number of days for which a hand receipt is issued.

Issue by Stations: Enter <Y> for yes or <N> for no.

Pressing <F3> will update all the information about this action.

5.7.2.4 Delete Annex. (Menu path: 7.2.1.3)

This option allows the CIF Administrator the ability to go into the Installation Unique Data File and delete an annex to the CIF main menu. Selection of this option from the "Installation Unique/Defaults Menu" will present the following screen.

Figure 5.7-11. Delete Annex

Enter the annex code that you wish to delete. All other fields will be populated automatically. Press <F3> to continue. This will display page 2 of Add/Change/Delete Annex form.

Press <F3> to commit work. This will display the following confirmation message before deletion.

Press <F3> to proceed with delete or press <F6> to abort delete option.

5.7.2.5 Move Installation. (Menu path: 7.2.1.4)

This option allows the CIF Administrator the ability to go into the Installation Unique Data File and move an annex to the CIF main menu. Selection of this option from the “Installation Unique/Defaults Menu” will present the following screen.

```

Add/Change/Delete Annex: Move Annex Form

Moving Installation _____

New Main CIF _____

New Annexation Code _____
New Installation Name: _____

Press F3 to continue; F6 to abort
  
```

Figure 5.7-12. Move Installation

FieldDescription

Moving Installation: Enter the moving installation or press <F2> for choices.

```

List of Annexes Under the Main Cif
0101 JAMESB VINT HILL FARM STATION
>0107 ABC123 FORT BENNING/DAHLONEGA
  
```

New Main CIF: Enter the new main CIF or press <F2> for choices.

```

Main Cif Listing
>0100 W33DMJ SDCW
  
```

New Annexation Code: Enter the new annexation code.

New Installation name: Enter the new installation name or press <F2> for choices.

```

New installation names
Fort Belvoir 1200
>Fort Benning/Dahlonge 1300
Fort Bliss 1400
Fort Bragg 1600
Vint Hill Farm Station 1A00
Letterkenny Army Depot 1B00
Data Bank/DESCOM 1C00
Testbed SIMA 1D00
Catalog Data Activity 1E00
CECOM 1F00
Tobyhanna Army Depot 1G00
Natick Laboratories 1H00
Fort Campbell 2000
Carlisle Barracks 2100
Fort Carson 2200
Fort Devens 2800
Fort Dix 2900
Anniston Army Depot 2A00
  
```

Press <F3> to commit work. This will display the following confirmation message before moving the installation.

CONFIRMATION	
<p>This operation will remove the moving installation from the current Main/Annex complex and place it under the chosen Main CIF with a brand new Annexation Code. Once confirmed, the current Annexation code will no longer be associated with the installation, even if the installation later returns to the current Main/Annex complex.</p>	
<p>Are you sure you want to move Annex UINT HILL FARM STATION (Annexation Code: 0101, its current Main CIF: SDCW) to Annex Fort Benning/Dahlongega (new Annexation Code: 0108, its new Main CIF: SDCW)?</p>	
<p>Press F3 to confirm; Press F6 to abort</p>	

Press <F3> to confirm or press <F6> to abort the move option.

5.7.2.6 Add/Change Operating Levels (Menu path: 7.2.2)

This option will allow you to add/change the Operating Levels. Select this option from the "Customize CIF Data Menu" to display the following screen.

Operating Levels (Category I)											
Non-Sized Items (ASL:OL):											
10:	0	20:	0	30:	0	40:	0	50:	0	60:	0
70:	0	80:	0	90:	0	100:	0	200:	0	300:	0
400:	0	500:	0	600:	0	700:	0	800:	0	900:	0
1000:	0	2000:	0	3000:	0	4000:	0	5000:	0	6000:	0
7000:	0	8000:	0	9000:	0	10000:	0	20000:	0	30000:	0
40000:	0										
Sized Items (ASL:OL):											
10:	0	20:	0	30:	0	40:	0	50:	0	60:	0
70:	0	80:	0	90:	0	100:	0	200:	0	300:	0
400:	0	500:	0	600:	0	700:	0	800:	0	900:	0
1000:	0	2000:	0	3000:	0	4000:	0	5000:	0	6000:	0
7000:	0	8000:	0	9000:	0	10000:	0	20000:	0	30000:	0
40000:	0										
F3 = SAVE to commit work; F6 = CANCEL to abort											
F8/F5 = NEXTPAGE											

Figure 5.7-13. Add/Change Operating Levels

This form will allow you to add/change the Operating Levels for Category I. Computing the stockage is based on the total number of soldiers supported. The total stockage allowance is the sum of the authorized strength level plus the operating level. See DA PAM 710-2-1 Unit Supply UPDATE, chapter 10. Pressing <F3> will update all the information about this action. After you have saved the data, you will be returned to the previous menu. Pressing <F6> will cancel the operation and <F8/F5> will let you go to the next page of the form.

Operating Levels (Category II)											
Non-Sized Items (ASL:OL):											
10:	0	20:	0	30:	0	40:	0	50:	0	60:	0
70:	0	80:	0	90:	0	100:	0	200:	0	300:	0
400:	0	500:	0	600:	0	700:	0	800:	0	900:	0
1000:	0	2000:	0	3000:	0	4000:	0	5000:	0	6000:	0
7000:	0	8000:	0	9000:	0	10000:	0	20000:	0	30000:	0
40000:	0										
Sized Items (ASL:OL):											
10:	0	20:	0	30:	0	40:	0	50:	0	60:	0
70:	0	80:	0	90:	0	100:	0	200:	0	300:	0
400:	0	500:	0	600:	0	700:	0	800:	0	900:	0
1000:	0	2000:	0	3000:	0	4000:	0	5000:	0	6000:	0
7000:	0	8000:	0	9000:	0	10000:	0	20000:	0	30000:	0
40000:	0										
F3 = SAVE to commit work; F6 = CANCEL to abort											
F8/F4 = PREPAGE; F8/F5 = NEXTPAGE											

Pressing <F3> will update all the information about this action. After you have saved the data, you will be returned to the previous menu. Pressing <F6> will cancel the operation and <F8/F5> will let

you go to the next page of the form. Pressing <F8/F4> will take you to the previous page of the form.

Pressing <F3> will update all the information about this action. After you have saved the data, you will be returned to the previous menu. Pressing <F6> will cancel the operation and <F8/F5> will let you go to the next page of the form. Pressing <F8/F4> will take you to the previous page of the form.

Pressing <F3> will update all the information about this action. After you have saved the data, you will be returned to the previous menu. Pressing <F6> will cancel the operation and pressing <F8/F4> will take you to the previous page of the form.

5.7.2.7 Accounting Requirements Codes Menu (Menu path: 7.2.3)

This option will allow you to add/ change or delete the Accounting Requirements Codes. It identifies the way an item is accounted for by the U.S. Army. Select this option from the "Customize CIF Data Menu" to display the following screen.

Figure 5.7-14. Accounting Requirements Codes Menu

5.7.2.8 Add/Change Accounting Requirements Codes (Menu path: 7.2.3.1)

This option provides a method for modifying existing information and entering new accounting data. Selection of this option from the "Accounting Requirements Codes" will display the following screen.

Figure 5.7-15. Add/Change Accounting Requirements Code

If you select “ADD,” then the following screen will appear.

Enter the code and description and press <F3> to commit work.

5.7.2.9 Delete Accounting Requirements Codes (Menu path: 7.2.3.2)

This option provides you with the ability to remove accounting codes which are in error or no longer relevant to the system. Selection of this option from the “Accounting Requirements Codes” will display the following screen.

Figure 5.7-16. Delete Accounting Requirements Code

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before the codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.

Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.10 Advice Codes Menu (Menu path: 7.2.4)

Select this option from the “Customize CIF Data Menu” to display the following screen.



Figure 5.7-17. Advice Codes Menu

5.7.2.11 Add/Change Advice Code (Menu path: 7.2.4.1)

This option will enable you to modify existing information or add new advice code data. Selection of this option from the “Advice Codes” will display the following screen.

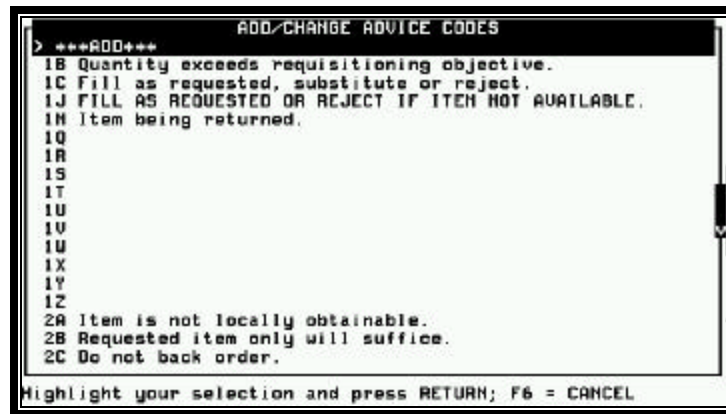


Figure 5.7-18. Add/Change Advice Code

If you select “ADD,” then the following screen will appear.

Enter the code and description and press <F3> to commit work.

5.7.2.12 Delete Advice Code (Menu path: 7.2.4.2)

This option will allow you to remove advice codes which are in error or no longer relevant to the system. Selection of this option from the “Advice Codes” will display the following screen.

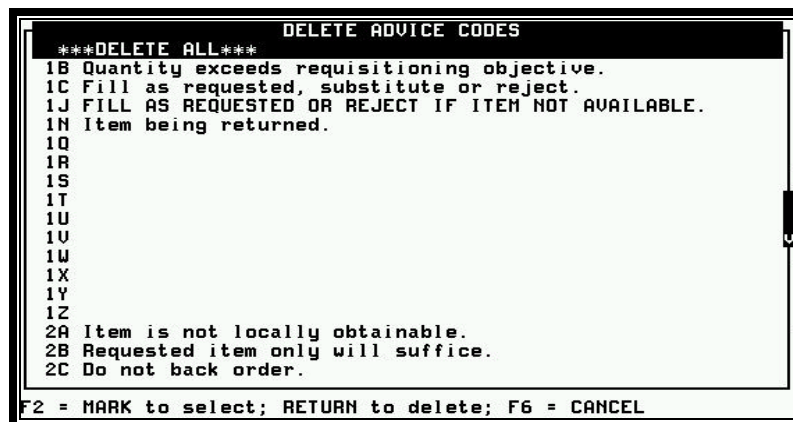


Figure 5.7-19. Delete Advice Code

Move the cursor to highlight the code or codes you wish to delete and press **<F2>** to mark each selection for deletion. Press **<Enter>**. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



```

Delete Confirmation

Code item(s) selected will be permanently removed.

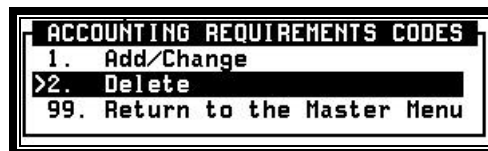
Are you certain you wish to delete?

RETURN to DELETE; F6 = CANCEL
  
```

Enter **<Y>** if you want to delete or **<N>** if you do not want to delete and press **<Enter>** to commit work. Pressing **<F6>** will also cancel the delete request.

5.7.2.13 Category Codes Menu (Menu path: 7.2.5)

This option will allow you to Add/Change or Delete the Category Codes. It identifies the way an item is accounted for by the Army. Select this option from the “Customize CIF Data Menu” to display the following screen.



```

ACCOUNTING REQUIREMENTS CODES
1. Add/Change
>2. Delete
99. Return to the Master Menu
  
```

Figure 5.7-20. Category Codes Menu

5.7.2.14 Add/Change Category Code (Menu path: 7.2.5.1)

This option provides you with the means to modify existing Category Code information or add new data. Selection of this option from the “Category Codes” will display the following screen.



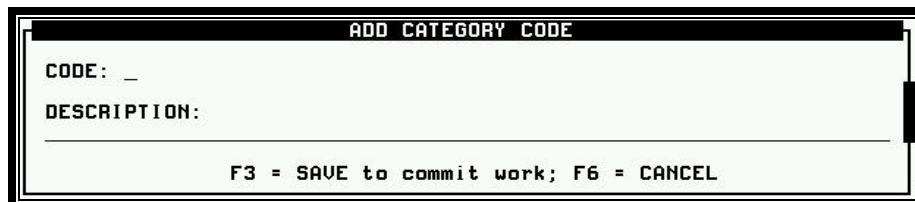
```

ADD/CHANGE CATEGORY CODES
> ***ADD***

1 HEAVY
3 Lightweight cloth and vinyl
4 Synthetic rubber coated items
  
```

Figure 5.7-21. Add/Change Category Code

If you select “ADD,” then the following screen will appear.



```

ADD CATEGORY CODE

CODE: _
DESCRIPTION:

F3 = SAVE to commit work; F6 = CANCEL
  
```

Enter the code and description and press **<F3>** to commit work.

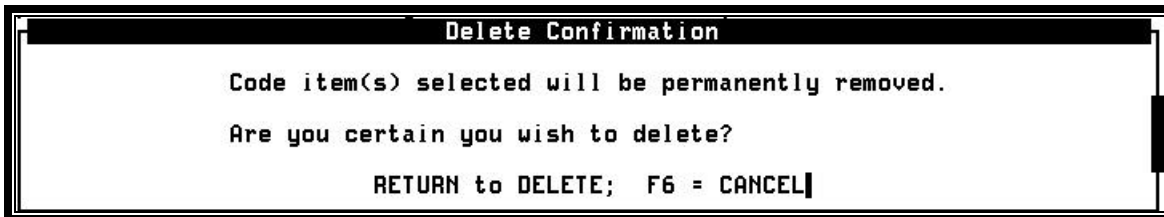
5.7.2.15 Delete Category Code (Menu path: 7.2.5.2)

This option provides you with the means to remove erroneous Category Codes or those Codes no longer relevant to the system. Selection of this option from the “Category Codes” will display the following screen.



Figure 5.7-22. Delete Category Code

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.16 Condition Codes Menu (Menu path: 7.2.6)

This option will allow you to Add/Change or Delete Condition Codes. Condition Codes represent the serviceability of an item. Select this option from the “Customize CIF Data Menu” to display the following screen.



Figure 5.7-23. Condition Codes Menu

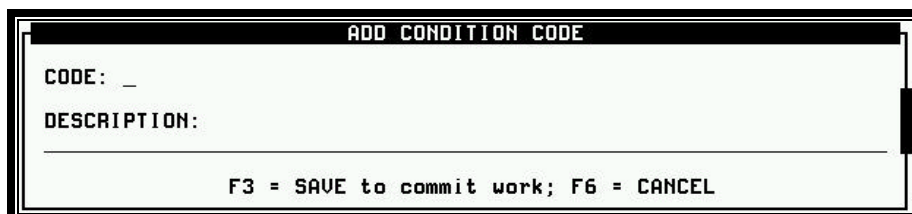
5.7.2.17 Add/Change Condition Code (Menu path: 7.2.6.1)

Selection of this option from the “Condition Codes” will permit you to modify existing information or add data pertaining to the serviceability of the various items. Select this option to display the following screen.



Figure 5.7-24. Add/Change Condition Codes

If you select “ADD,” then the following screen will appear.



Enter the code and description and press <F3> to commit work.

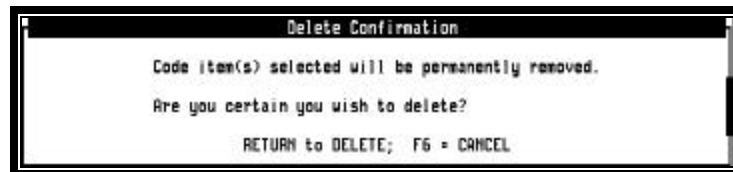
5.7.2.18 Delete Condition Code (Menu path: 7.2.6.2)

Selection of this option from the “Condition Codes” will allow you to remove Condition Codes in error or no longer relevant to the system. Select this option to display the following screen.



Figure 5.7-25. Delete Condition Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete the request.

5.7.2.19 Control Item Inventory Codes Menu (Menu path: 7.2.7)

This option will allow you to Add/Change or Delete the Control Item Inventory Codes. These codes indicate security classification, security risk, or pilferage controls required for storage and transportation of DOD assets. Select this option from the “Customize CIF Data Menu” to display the following screen.

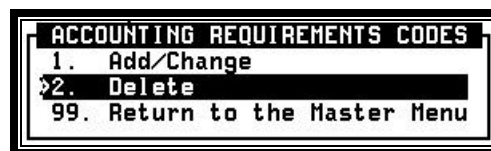


Figure 5.7-26. Control Item Inventory Codes Menu

5.7.2.20 Add/Change Control Item Inventory Code (Menu path: 7.2.7.1)

Selection of this option from the “Control Item Inventory Codes” will enable you to modify existing data or add new information pertaining to the control and protection of DOD assets. Select this item to display the following screen.



Figure 5.7-27. Add/Change Control Item Inventory Codes

If you select “ADD,” then the following screen will appear.


```

ADD CONTROL ITEM INVENTORY CODE
CODE: _
DESCRIPTION:
F3 = SAVE to commit work; F6 = CANCEL

```

Enter the code and description that you wish to add and press <F3> to commit work.

5.7.2.21 Delete Control Item Inventory Code (Menu path: 7.2.7.2)

Selection of this option from the “Control Item Inventory Codes” will allow you to remove those codes in error or no longer relevant to the system and display the following screen.

```

DELETE CONTROL ITEM INVENTORY CODES
***DELETE ALL***
J PILFERABLE ITEM
M Handtools & shop equipment
U Unclassified
V Individual clothing & equipment

```

Figure 5.7-28. Delete Control Item Inventory Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.

```

Delete Confirmation
Code item(s) selected will be permanently removed.
Are you certain you wish to delete?
RETURN to DELETE; F6 = CANCEL

```

Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.22 Demand Codes Menu (Menu path: 7.2.8)

This option will allow you to add/change or delete the Demand Codes. Select this option from the “Customize CIF Data Menu” to display the following screen.

```

ACCOUNTING REQUIREMENTS CODES
1. Add/Change
2. Delete
99. Return to the Master Menu

```

Figure 5.7-29. Demand Codes Menu

5.7.2.23 Add/Change Demand Code (Menu path: 7.2.8.1)

Select this option from the “Customize CIF Data Menu” to modify existing information or add new data and display the following screen.

```

ADD/CHANGE DEMAND CODES
> ***ADD***
N Nonrecurring
R Recurring
T TEST

```

Figure 5.7-30. Add/Change Demand Codes

If you select “ADD,” then the following screen will appear.

Enter the code and description and press **<F3>** to commit work.

5.7.2.24 Delete Demand Code (Menu path: 7.2.8.2)

Selection of this option from the “Demand Codes” will allow you to remove erroneous data or information no longer relevant to the system and display the following screen.

Figure 5.7-31. Delete Demand Codes

Move the cursor to highlight the code or codes you wish to delete and press **<F2>** to mark each selection for deletion. Press **<Enter>**. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.

Enter **<Y>** if you want to delete or **<N>** if you do not want to delete and press **<Enter>** to commit work. Pressing **<F6>** will also cancel the delete request.

5.7.2.25 Direct Support Unit Codes Menu (Menu path: 7.2.9)

This option will allow you to Add/ Change or Delete the Direct Support Unit Codes. Select this option from the “Customize CIF Data Menu” to display the following screen.

Figure 5.7-32. Direct Support Unit Codes Menu

5.7.2.26 Add/Change Direct Support Unit Code (Menu path: 7.2.9.1)

Selection of this option from the “Direct Support Unit Codes” will display the following screen.


```

ADD/CHANGE DIRECT SUPPORT UNIT CODES
> ***ADD***
Blank
A DIVISION MAIN MAINTENANCE DSU FOR SUPPLY OF ...
B Division forward DSU.
C Division forward DSU.
D Division forward DSU.
E Division forward DSU.
F Division main aircraft DSU.
G Division forward DSU.
H Division main missile DSU.
J Division forward DSU.
K Division main supply DSU for general supplies, ....

```

Figure 5.7-33. Add/Change Direct Support Unit Codes

If you select “ADD,” then the following screen will appear.

```

ADD DIRECT SUPPORT UNIT CODE
CODE: _
DESCRIPTION:
F3 = SAVE to commit work; F6 = CANCEL

```

Enter the code and description and press <F3> to commit work.

5.7.2.27 Delete Direct Support Unit Code (Menu path: 7.2.9.2)

Selection of this option from the “Direct Support Unit Codes” will display the following screen.

```

DELETE DIRECT SUPPORT UNIT CODES
***DELETE ALL***
A DIVISION MAIN MAINTENANCE DSU FOR SUPPLY OF ...
B Division forward DSU.
C Division forward DSU.
D Division forward DSU.
E Division forward DSU.
F Division main aircraft DSU.
G Division forward DSU.
H Division main missile DSU.
J Division forward DSU.
K Division main supply DSU for general supplies, ....

```

Figure 5.7-34. Delete Direct Support Unit Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.

```

Delete Confirmation
Code item(s) selected will be permanently removed.
Are you certain you wish to delete?
RETURN to DELETE; F6 = CANCEL

```

Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.28 Priority Codes Menu (Menu path: 7.2.10)

This option will allow you to access those screens, which would provide you with the ability to

Add/Change or Delete the Priority Codes. This code represents the urgency of need. Select this option from the “Customize CIF Data Menu” to display the following screen.



Figure 5.7-35. Priority Codes Menu

5.7.2.29 Add/Change Priority Code (Menu path: 7.2.10.1)

Selection of this option from the “Priority Codes” will enable you to modify existing information or add new data concerning need priorities. Selecting this option will display the following screen.

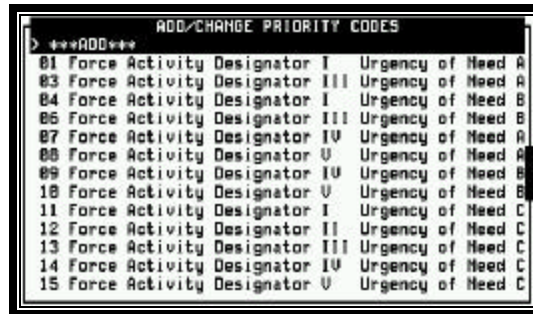


Figure 5.7-36. Add/Change Priority Codes

If you select “ADD,” then the following screen will appear.

Enter the code and description and press <F3> to commit work.

5.7.2.30 Delete Priority Code (Menu path: 7.2.10.2)

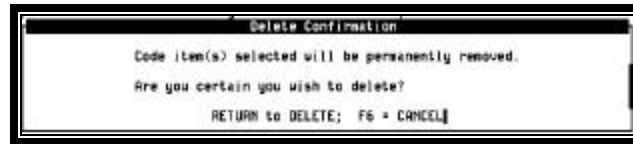
Selection of this option from the “Priority Codes” will enable you to remove erroneous priority codes or delete those codes no longer relevant to the system. Select this option to display the following screen.



Figure 5.7-37. Delete Priority Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the

database.



Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.31 Receipt Status Codes Menu (Menu path: 7.2.11)

This option will allow you to Add/Change or Delete Receipt Status Codes. Receipt Status Codes provide a record of shipment items received. Select this option from the “Customize CIF Data Menu” to display the following screen.



Figure 5.7-38. Receipt Status Codes Menu

5.7.2.32 Add/Change Receipt Status Code (Menu path: 7.2.11.1)

This option will enable you to modify existing information or add new data on shipment items received. Selection of this option from the “Receipt Status Codes” will display the following screen.



Figure 5.7-39. Add/Change Receipt Status Codes

If you select “ADD,” then the following screen will appear.



Enter the code and description and press <F3> to commit work.

5.7.2.33 Delete Receipt Status Code (Menu path: 7.2.11.2)

Selection of this option from the “Receipt Status Codes” will allow you to remove erroneous information on shipment items received or delete data no longer relevant to the system. Select this option to display the following screen.



Figure 5.7-40. Delete Receipt Status Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



```

Delete Confirmation

Code item(s) selected will be permanently removed.

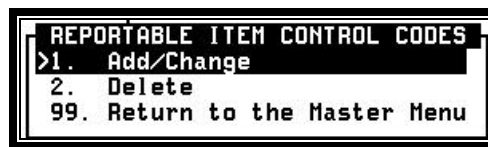
Are you certain you wish to delete?

RETURN to DELETE; F6 = CANCEL
  
```

Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.34 Reportable Item Control Codes Menu (Menu path: 7.2.12)

This option will allow you to Add/Change or Delete the Reportable Item Control Codes. Select this option from the “Customize CIF Data Menu” to display the following screen.



```

REPORTABLE ITEM CONTROL CODES
>1. Add/Change
2. Delete
99. Return to the Master Menu
  
```

Figure 5.7-41. Reportable Item Control Codes Menu

5.7.2.35 Add/Change Reportable Item Control Code (Menu path: 7.2.12.1)

Selection of this option from the “Reportable Item Control Codes Menu” will enable you to modify existing information or add new data. Select this item to display the following screen.



```

ADD/CHANGE REPORTABLE ITEM CONTROL CODES
> ***ADD***

0 Not reportable
2 ???
3 ???
6 ???
8 ???
  
```

Figure 5.7-42. Add/Change Reportable Item Control Codes

If you select “ADD,” then the following screen will appear.



```

ADD REPORTABLE ITEM CONTROL CODE

CODE: _
DESCRIPTION:

F3 = SAVE to commit work; F6 = CANCEL
  
```

Enter the code and description and press <F3> to commit work.

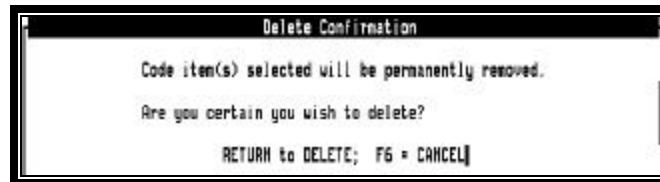
5.7.2.36 Delete Reportable Item Control Code (Menu path: 7.2.12.2)

Selection of this option from the “Reportable Item Control Codes” will allow you to remove erroneous information or delete data no longer relevant to the system. Select this option to display the following screen.



Figure 5.7-43. Delete Reportable Item Control Codes

Move the cursor to highlight the code or codes you wish to delete and press **<F2>** to mark each selection for deletion. Press **<Enter>**. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



Enter **<Y>** if you want to delete or **<N>** if you do not want to delete and press **<Enter>** to commit work. Pressing **<F6>** will also cancel the delete request.

5.7.2.37 Requisition Identifier Codes Menu (Menu path: 7.2.13)

This option which categorizes the type of shipment received will allow you to Add/Change or Delete the DIC for Requisitions. These codes represent written requests for various supplies.



Figure 5.7-44. Requisition Identifier Codes Menu

5.7.2.38 Add/Change Requisition Identifier Code (Menu path: 7.2.13.1)

Selection of this option from the “Requisition Identifier Codes Menu” will enable you to modify existing information or add new data. Select this item to display the following screen.

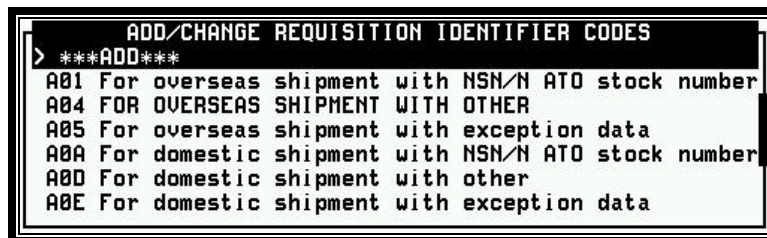


Figure 5.7-45. Add/Change Requisition Identifier Codes

If you select “ADD,” then the following screen will appear.



Enter the code and description and press <F3> to commit work.

5.7.2.39 Delete Requisition Identifier Code (Menu path: 7.2.13.2)

Selection of this option from the “Requisition Identifier Codes Menu” will allow you to remove erroneous information or delete data no longer relevant to the system. Select this option to display the following screen.

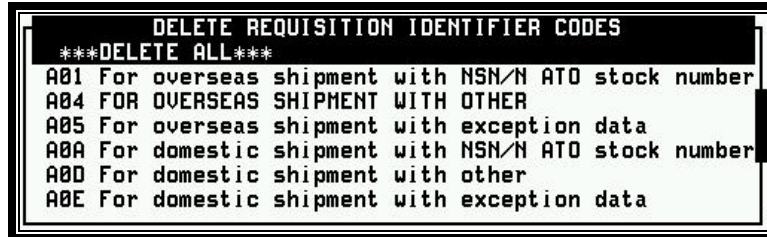


Figure 5.7-46. Delete Requisition Identifier Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.40 Status Change Request Identifier Codes Menu (Menu path: 7.2.14)

This option will allow you to add/change or delete the Document Identifier Codes for Status Change Requests.



Figure 5.7-47. Status Change Request Identifier Codes Menu

5.7.2.41 Add/Change Status Change Request Identifier Codes (Menu path: 7.2.14.1)

Selection of this option from the “Status Change Request Identifier Codes Menu” will enable you to modify existing information or add new data. Select this item to display the following screen.



Figure 5.7-48. Add/Change Request Identifier Codes

If you select “Add/Change,” then the following screen will appear.

Enter the code and description and press <F3> to commit work.

5.7.2.42 Delete Status Change Request Identifier Code (Menu path: 7.2.14.2)

Selection of this option from the “Status Change Request Identifier Codes Menu” will allow you to remove erroneous information or delete data no longer relevant to the system. Select this option to display the following screen.

Figure 5.7-49. Delete Status Change Identifier Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.

Enter <Y> if you want to delete or <N> if you do not want to delete and press <Enter> to commit work. Pressing <F6> will also cancel the delete request.

5.7.2.43 Supply Status Codes Menu (Menu path: 7.2.15)

This option will allow you to Add/Change or Delete the Supply Status Codes. The Supply Status Codes provide details such as price, quantity, due-in stock dates and deferrals, as well as other information pertaining to the overall status of supplies. Select this option from the “Customize CIF Data Menu” to display the following screen.

Figure 5.7-50. Supply Status Codes Menu

5.7.2.44 Add/Change Supply Status Code (Menu path: 7.2.15.1)

Selection of this option from the “Supply Status Codes Menu” will enable you to modify existing information or add new data. Select this item to display the following screen.

```

ADD/CHANGE SUPPLY STATUS CODES
> ***ADD***
A1 Sensitive/Controlled.
A2 Rejected. No shortage.
A3 Rejected. Existing backorder.
A4 Rejected. Excessive quantity.
A5 Rejected. Invalid Claimant.
A6 Rejected. No valid shortage.
A7 Rejected. Item being provided under TPF.
B2 Status of supply or procurement action precludes modification.
B3 The RAD in the original requisition is unrealistic.
B4 Canceled. Results from receipt of cancellation request.
B5 Receipt of AF_ is acknowledged. Status will be furnished.
B6 Cancellation. Materiel diverted to an alternate consignee.
B7 Unit price change.
B8 Quantity requested for cancellation not accomplished.
B9 Receipt of AC_ is acknowledged. Status will be furnished.
BA Item being processed for release and shipment.
BB Item back ordered against a due-in to stock.

Highlight your selection and press RETURN; F6 = CANCEL

```

Figure 5.7-51. Add/Change Supply Status Codes

If you select “ADD,” then the following screen will appear.

```

ADD SUPPLY STATUS CODE
CODE: ___
DESCRIPTION: _____

F3 = SAVE to commit work; F6 = CANCEL

```

Enter the code and description and press <F3> to commit work.

5.7.2.45 Delete Supply Status Code (Menu path: 7.2.15.2)

Selection of this option from the “Supply Status Codes Menu “ will allow you to remove erroneous information or delete data no longer relevant to the system. Select this option to display the following screen.

```

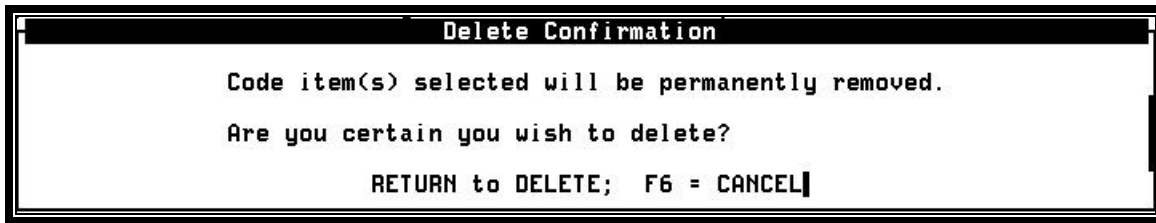
DELETE SUPPLY STATUS CODES
***DELETE ALL***
A1 Sensitive/Controlled.
A2 Rejected. No shortage.
A3 Rejected. Existing backorder.
A4 Rejected. Excessive quantity.
A5 Rejected. Invalid Claimant.
A6 Rejected. No valid shortage.
A7 Rejected. Item being provided under TPF.
B2 Status of supply or procurement action precludes modification.
B3 The RAD in the original requisition is unrealistic.
B4 Canceled. Results from receipt of cancellation request.
B5 Receipt of AF_ is acknowledged. Status will be furnished.
B6 Cancellation. Materiel diverted to an alternate consignee.
B7 Unit price change.
B8 Quantity requested for cancellation not accomplished.
B9 Receipt of AC_ is acknowledged. Status will be furnished.
BA Item being processed for release and shipment.
BB Item back ordered against a due-in to stock.

F2 = MARK to select; RETURN to delete; F6 = CANCEL

```

Figure 5.7-52. Delete Supply Status Codes

Move the cursor to highlight the code or codes you wish to delete and press <F2> to mark each selection for deletion. Press <Enter>. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



```

Delete Confirmation

Code item(s) selected will be permanently removed.

Are you certain you wish to delete?

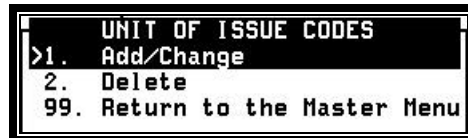
RETURN to DELETE; F6 = CANCEL

```

Enter **<Y>** if you want to delete or **<N>** if you do not want to delete and press **<Enter>** to commit work. Pressing **<F6>** will also cancel the delete request.

5.7.2.46 Unit of Issue Menu (Menu path: 7.2.16)

This option will allow you to Add/Change or Delete the Unit of Issue Codes. Select this option from the “Customize CIF Data Menu” to display the following screen.



```

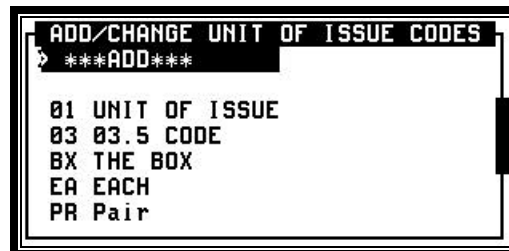
UNIT OF ISSUE CODES
>1. Add/Change
2. Delete
99. Return to the Master Menu

```

Figure 5.7-53. Unit of Issue Menu

5.7.2.47 Add/Change Unit of Issue (Menu path: 7.2.16.1)

Selection of this option from the “Unit of Issue Menu” will enable you to modify existing information or add new data. Select this item to display the following screen.



```

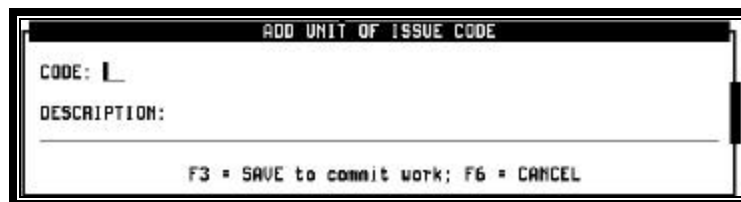
ADD/CHANGE UNIT OF ISSUE CODES
> ***ADD***

01 UNIT OF ISSUE
03 03.5 CODE
BX THE BOX
EA EACH
PR Pair

```

Figure 5.7-54. Add/Change Unit of Issue Codes

If you select “ADD,” then the following screen will appear.



```

ADD UNIT OF ISSUE CODE

CODE: L
DESCRIPTION:

F3 = SAVE to commit work; F6 = CANCEL

```

Enter the code and description and press **<F3>** to commit work.

5.7.2.48 Delete Unit of Issue (Menu path: 7.2.16.2)

Selection of this option from the “Unit of Issue Menu “ will allow you to remove erroneous information or delete data no longer relevant to the system.

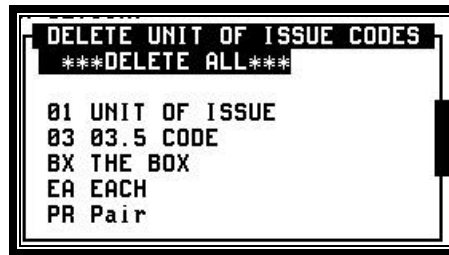
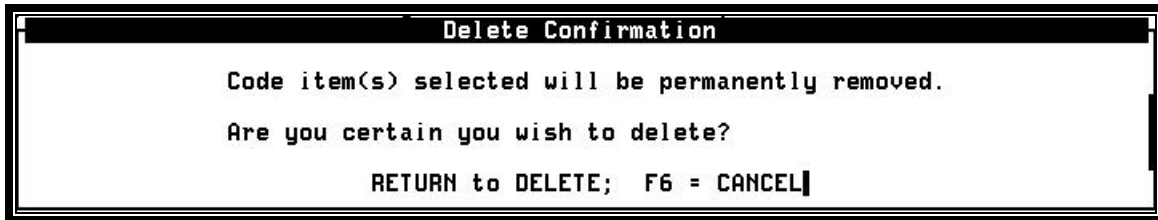


Figure 5.7-55. Delete Unit of Issue Codes

Move the cursor to highlight the code or codes you wish to delete and press **<F2>** to mark each selection for deletion. Press **<Enter>**. The system will prompt with the following screen before codes are deleted to enable you to cancel a deletion before items are permanently removed from the database.



Enter **<Y>** if you want to delete or **<N>** if you do not want to delete and press **<Enter>** to commit work. Pressing **<F6>** will also cancel the delete request.

5.7.3 Setup Installation-Specific/Application Menu (Menu path: 7.3)

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the “DAMIS Administration Menu” to display the following screen.



Figure 5.7-56. Setup Installation-Specific Applications Menu

5.7.3.1 Add/Change menu Entries (Menu path: 7.3.1)

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the “cif” database and each entry consists of two parts:

- a. Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.
- b. A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select “Add/Change Menu Entries” the following menu will appear.



Figure 5.7-57. Add/Change Menu Entries

When you select “ADD RECORD” the following form appears.

Add/Change Menu Entry	
* <u>ADDING RECORD</u> *	
Item Description:	
Command Line:	
F3 = SAVE to commit work; F6 = CANCEL	

The screen will prompt you for the following information.

<u>Field</u>	<u>Description</u>
Item Description:	Enter a description that will be displayed in the “Installation-Specific Application Menu”.
Command Line:	Enter a full command line that will be run by UNIX.
Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.	

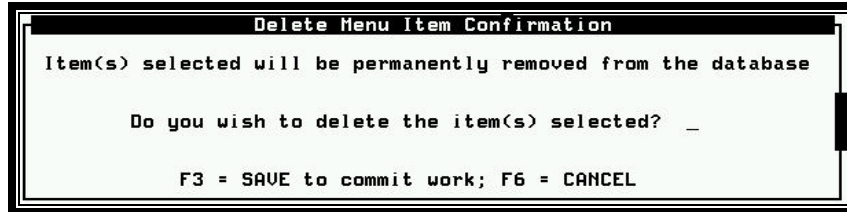
5.7.3.2 Delete Menu Entries (Menu path: 7.3.2)

This option allows the CIF administrator to delete links to other applications on the UNIX system. When you select “Delete Menu Entries” the following screen appears.



Figure 5.7-58. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion occurs with the screen shown below.



Press **<Enter>** to delete the item or **<F6>** to cancel the operation.

5.7.4 Peripheral Administration Menu (Menu path: 7.4)

This menu allows the FA to add, change, or delete printers and other peripherals on the CIF system. In order to add a printer you will need to know how the printer was described to the operating system. The UNIX description will be available from the SA. When you select “Peripheral Administration Menu,” the following screen appears.



Figure 5.7-59. Peripheral Administration Menu

5.7.4.1 Add/Change Application Printers (Menu path: 7.4.1)

Use this procedure to add or change the definition of a printer available to CIF users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within CIF. Printers must be added to the local network print server, as well as the ANSOC host Print server.

- a. Control Inputs. Only printers that are already defined on the host system can be added to CIF. CIF uses the same designations as the system to refer to printers. Refer to the AIX version 4.2 “System User’s Guide: Operating System and Devices,” for information about how to add printers to the host system.
- b. Management Information. Each printer definition in CIF consists of three parts:
 - (1) Printer name, a 15-character maximum alphanumeric designation used by both the host system and CIF to identify each printer.
 - (2) Printer class, which is different from the system printer class. It is used by CIF to determine what format of output is required/allowed and is selected from a pre-defined list shown below.

LASER PRINTER (HP LaserJet III-compatible)
DRAFT-80 COLUMN

DRAFT-132 COLUMN/COND
 LABEL PRINTER
 SLAVE *

* A user can direct the output from CIF to a printer attached to a PC by selecting the “SLAVE” option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.

- (3) Printer description. A 60-character maximum alphanumeric comment that CIF associates with the printer to aid in identifying the printer. Should include the physical location of the printer (such as HP-LaserJet-II+ #1, Room 345, Building. 440).

- c. Input/Output Files. Printer definitions are stored in the printer table in the cif database (cif:”cif”.printer).

To add a printer, select option #1 from the “Peripheral Administration Menu”. The following screen will appear.

Add/Change Application Printers		
>*** ADD RECORD		
laser	LASER PRINTER	-LASER PRINTER
laser_132	LASER_132	-LASER PRINTER

Figure 5.7-60. Add/Change Application Printers

Highlight “Add Record” and press <Enter> to display the “Add/Change Application Printers” screen as shown.

Add/Change Application Printer

* ADDING RECORD *

Printer Name: _____

Description: _____

Class of printer: _____

F3 = SAVE to commit work; F6 = CANCEL

Enter the appropriate information for the printer. Press <F3> to add the printer information to the database.

5.7.4.2 Delete Application Printers (Menu path: 7.4.2)

Use this procedure to delete the definition of a printer made available to CIF via the “Add/Change Application Printer” procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the CIF printer table, making that printer unavailable to CIF users.

To delete a printer, select option #2 from the “Peripheral Administration Menu”.

Delete Application Printers

Printer Name: _____

F3 = SAVE to delete; F6 = CANCEL to abort

Figure 5.7-61. Delete Application Printers

Enter the printer name to delete and press <F3> to delete or <F6> to cancel deletion request. The system will ask for confirmation before deleting the printer.



Enter <Y> for 'Yes' or <N> for 'No' and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.5 CIF Administrative Menu (Menu path: 7.5)

Here you can perform administrative functions particular to the CIF. Select this option from the "CIF Initialization/Admin Menu" to produce the following screen.



Figure 5.7-62. CIF Administrative Menu

5.7.5.1 Initial Startup Functions (Menu path: 7.5.1)

The options available through this selection are utilized when a CIF is converted from a manual system to this automated system. Balance Forward allows the users a one-time only process in which the balances from the manual property book can be placed on the automated property book. The option "Create Open Requisitions" allows the users to establish document register records for all open requisitions at the time of the conversion. The option "Create Pending Lateral Transfers" allows the users to establish document register records for all lateral transfers out that have not been posted when the conversion took place. The option "Create Pending Turn Ins to SSA/DRMO" allows the users to establish document register records for all turn ins to SSA or DRMO that have not been posted. Selection of this option from the "CIF Administrative Menu" will present the following screen.



Figure 5.7-63. Initial Startup Functions Menu

5.7.5.2 Create Open Requisitions (Menu path: 7.5.1.1)

This option will create document register records for all open requisitions at the time the CIF system is installed. This option will be used on a one-time basis only and be run after the Final Inventory Adjustment Report is done. This process updates the due-in quantity in the property book file for the NSN on each requisition. Selection of "Create Open Requisitions" will display the following screen.

Open Requisitions

Document Number..... - - - - -
 National Stock Number.... - - - - -
 Nomenclature..... - - - - -
 Priority Code..... 01
 Project Code..... - - - - -
 Quantity Requested..... - - - - -
 Quantity Received..... - - - - -
 Quantity Cancelled..... - - - - -
 BJ Adjustment..... - - - - -
 Due In Quantity..... - - - - -
 Status Code..... - - - - -
 Expected Delivery Date... - - - - -
 Remarks..... - - - - -
 Receipt Status Code..... - - - - -
 Account Processing Code.. - - - - -

F3 = SAVE to commit work; F6 = CANCEL to abort

Figure 5.7-64. Create Open Requisitions

This form will enable you to enter open requisitions after the database has been established.

<u>Field</u>	<u>Description</u>
Document Number:	Enter the original document number assigned when you created the requisition.
NSN:	Enter the NSN.
Nomenclature:	No entry. When you enter an existing NSN, the system will retrieve the nomenclature from ILIDB.
Priority Code:	Enter the urgency of need designator.
Project Code:	Enter project code if assigned.
Quantity Requested:	Enter the original amount requested.
Quantity Received:	Enter the amount received, if any.
Quantity Canceled:	Enter the amount canceled, if any.
BJ Adjustment:	Enter the amount previously given a BJ status, if any.
Due In Quantity:	No entry. This will be computed.
Status Code:	Enter the 2 position code that best describes the status of the requisition.
Expected Delivery Date:	Enter the expected delivery date.
Remarks:	Open format provided for your use.
Receipt Status Code:	Enter the Receipt status code or press <F2> for choices.
Account Processing Code:	Enter the account processing code.

Press <F3> to update all the information about this record. After you save the data, you can enter new data.

5.7.5.3 Create Pending Lateral Transfers (Menu path: 7.5.1.2)

This option will enable you to enter lateral transfers out that are still in suspense after the property book has been established. Selection of "Create Pending Lateral Transfers" from the "Initial Startup Functions" will present the following screen.

Figure 5.7-65. Create Pending Lateral Transfers

This form will enable you to enter lateral transfers after the database has been established.

<u>Field</u>	<u>Description</u>
Document Number:	Enter the original document number assigned when the lateral transfer was created.
Send To:	Enter the UIC of where the transfer went.
Unit Name:	No entry. The unit name will be retrieved from the ILIDB.

Press <F3> to update all the information about this record. The following screen will appear.

Press <Enter>. After you save the data, the following form where items can be entered appears.

<u>Field</u>	<u>Description</u>
Document Number:	Automatic entry representing the original document number assigned when the turn in was created.
Sent to:	Automatic entry.
Unit Name:	Automatic entry.
NSN:	Enter the 13 position number assigned to each item of the supply which has been purchased, stocked or distributed within the Federal Government.
Quantity:	The number of the items transferred.
Line:	Enter the 3 digit Line Number. When an existing NSN is entered, the line number will automatically appear.
Size:	Enter the size when appropriate. When an existing NSN is entered, the size will automatically appear. If line number is a sized item and

exists on the property book then choices are available for this field.

Nomenclature: Enter the descriptive name of item. When the correct NSN has been entered, nomenclature will automatically appear.

5.7.5.4 Create Pending Turnins SSA/DRMO (Menu path: 7.5.1.3)

This option will enable you to enter Turn Ins to SSA or DRMO still in suspense after the property book has been established. Selection of this option from the “Initial Startup Functions” will present the following screen.

Turn Ins to SSA/DRMO

Document Number..... - - - - -

Type..... - - - - -

National Stock Number.. - - - - -

Line Number..... - - - - -

Size..... - - - - -

Nomenclature..... - - - - -

Unit Price..... - - - - -

Quantity..... - - - - -

Total Price..... - - - - -

Condition Code..... - - - - -

F3 = SAVE to commit work; F6 = CANCEL to abort

Figure 5.7-66. Create Pending Turn Ins to SSA/DRMO

This form will enable you to enter Turn Ins to SSA/DRMO still in suspense after the property book has been established.

<u>Field</u>	<u>Description</u>
Document Number:	Enter the original document number assigned when the turn in was created.
Type:	Enter the code for DRMO or SSA or press <F2> for choices.
NSN:	Enter the 13 position number assigned to each item of supply which has been purchased, stocked or distributed within the Federal Government.
Line Number:	Enter 3 digit Line Number. When an existing NSN is entered, the line number will automatically appear.
Size:	Enter size when appropriate. When an existing NSN is entered, the size will automatically appear. If line number is a sized item and exists on the property book then choices are available for this field.
Nomenclature:	Enter descriptive name of item. When correct NSN has been entered, nomenclature will automatically appear.
Unit Price:	The cost of an item for the quantity shown by the unit of Issue.
Quantity:	The number of the items turned in.
Total Price:	This is the entire cost of the item. This field is automatically figured based on 'unit price' times quantity.
Condition Code:	This is the condition of items turned in (i.e. serviceable). Choices are available for this field.

Press <F3> to update all the information about this record. After the data is saved, the screen will be cleared and a new data can be entered.

5.7.5.5 Balance Forward (Menu path: 7.5.1.4)

This function will enable you to enter On Hand Balances when the database is being established. This function is not valid where on hand balances already exist.

5.7.5.6 Property Book Adjustments Menu (Menu path: 7.5.2)

This option will allow you to calculate the quantity possessed by the soldiers; due in quantity; due out quantity; loan quantity; suspense quantity; and classification quantities on the property book. Select this option from the “CIF Initialization/Admin Menu” to produce the following screen.

```

PROPERTY BOOK ADJUSTMENTS MENU
1. Quantity Possessed by Soldiers
2. Due In Quantity
3. Due Out Quantity
4. Loan Quantity
5. Suspense Quantity
6. Classification Quantities
99. Return to the Master Menu
  
```

Figure 5.7-67. Property Book Adjustments Menu

5.7.5.7 Quantity Possessed by Soldiers (QPBS) (Menu path: 7.5.2.1)

This option will re-compute the quantity possessed by soldiers for the line number/size or NSN specified. This process could be lengthy depending on the size of the clothing items file. The QPBS is computed by taking the sum of the on-hand quantity on the Clothing Item records where the line number and size match that entered by you. Selection of this option from the “Property Book Adjustments Menu” will present the following screen.

```

Quantity Possessed by Soldiers
Line Number.....
Size.....
-OR-
National Stock Number..
Nomenclature.....

F3 = SAVE to commit work; F6 = CANCEL to abort
  
```

Figure 5.7-68. Quantity Possessed by Soldiers

This form will allow you to enter the line number/size or NSN of the item whose QPBS is to be re-computed.

Field	Description
Line Number:	Enter the line number of the item to be re-computed, or press <Enter> to proceed to the NSN field.
Size:	Enter the size of the item to be re-computed. Required if line number was entered and the item is sized.
NSN:	Enter the NSN of the item to be re-computed. Required if line number is blank.
Nomenclature:	No entry. This will be retrieved from centralized database.

Press <F3> to process the update against the database record. After you have saved the data, you can enter new data. This will present the following display message.

```

Quantity Possessed by Soldiers
Processing taking place ... please wait.
  
```

5.7.5.8 Due In Quantity (Menu path: 7.5.2.2)

This option will compute the due in quantity for all property book items from the open requisitions. Selection of this option from the “Property Book Adjustments Menu” will display a screen stating “Processing taking place.....please wait”.

5.7.5.9 Due Out Quantity (Menu path: 7.5.2.3)

This option will compute the due out quantity from the due out records. Selection of this option from the “Property Book Adjustments Menu” will display a screen stating “Processing taking place.....please wait”.

5.7.5.10 Loan Quantity (Menu path: 7.5.2.4)

This option reads the entire hand receipt file to determine the quantities on loan and updates the Property Book file with these quantities. Selection of this option from the “Property Book Adjustments Menu” will display a screen stating “Processing taking place.....please wait”.

5.7.5.11 Suspense Quantity (Menu path: 7.5.2.5)

This option will compute the suspense quantity from the Lateral Transfer Out and Turn In the SSA/DRMO transactions that have not been posted. Selection of this option from the “Property Book Adjustments Menu” will display a screen stating “Processing taking place.....please wait”.

5.7.5.12 Classification Quantities (Menu path: 7.5.2.6)

This option will compute the Laundry, Maintenance, and Classification, quantities from the Laundry/Maintenance/Classification Register. Selection of this option from the “Property Book Adjustments Menu” will display a screen stating “Processing taking place.....please wait”.

5.7.5.13 Clothing File Adjustments Menu (Menu path: 7.5.3)

This option will enable you to make corrections to clothing records. Select this option from the “CIF Initialization/ Admin Menu” to produce the following screen.



```

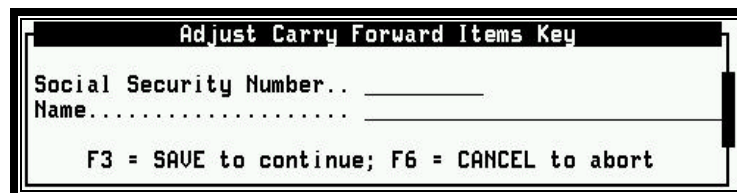
CLOTHING FILE ADJUSTMENTS MENU
1. Adjust Carry Forward Items
2. Modify Clothing Items
3. Change Social Security Number
4. Change of Soldier Personnel Data
99. Return to the Master Menu

```

Figure 5.7-69. Clothing File Adjustments Menu

5.7.5.14 Adjust Carry Forward Items (Menu path: 7.5.3.1)

This option will enable you to enter items carried to or brought from another CIF. Selection of this option from the “Clothing File Adjustments Menu” will present the following screen.



```

Adjust Carry Forward Items Key
Social Security Number.. _____
Name..... _____
F3 = SAVE to continue; F6 = CANCEL to abort

```

Figure 5.7-70. Adjust Carry Forward Items

Enter the SSN and name of the individual and press <F3> to update all the information about this record. After you have saved the data, a new form will appear.

```

Adjust Carry Forward Items
SSN: 000000005  NAME: TOM MAN
MENU  LINE  SIZE  CF  NOMENCLATURE
001   001    _   1  BAG, BARRACKS
001   201    AN   0  CAP, C/W
_
_
_
_
_
_
_
_
_
_
_
_
_
_
_
_
F3 = SAVE to commit work; F6 = CANCEL to abort
F8/F4 = PREVPAGE; F8/F5 = NEXTPAGE

```

This form will display the current 'carry forward items' from the individuals clothing record. You may modify the quantity of these records or add a new record in the first blank line. All the fields are populated automatically from the database. Press **<F3>** to update all the information about this record. After you have saved the data, you can enter the new data.

5.7.5.15 Modify Clothing Items (Menu path: 7.5.3.2)

This option will enable you to make modifications to the individuals clothing records. Selection of this option from the “Clothing File Adjustments Menu” will present the following screen.

Modify Clothing Items Key	
Social Security Number..	_____
Name.....	_____
F3 = SAVE to continue; F6 = CANCEL to abort	

Figure 5.7-71. Modify Clothing Items

Enter the SSN of the individual whose clothing records you wish to modify. Press **<F3>** to update all the information about this record. After you have saved the data, you can enter a new data.

```

      Modify Clothing Items
=====
SSN: 000000022  NAME: DEEN OF THE Nile

CD MENU  LINE  SIZE  New Size  AU  CF  IS  TRF  NOMENCLATUR
1  235      1      _____  1  0  1  -  BAG BARACKS
1  235      5      _____  1  0  1  -  CANTEN PLASTIC 1QT
1  235      9      _____  1  0  1  -  CASE FIRST AID 00
1  235     13      _____  1  0  1  -  COVER CANTEN 1QT 00
1  235     14  ML      ML      1  0  1  -  COVER HELMET KEVLAR
1  235     18      _____  1  0  1  -  CUP CANTEN 1 QT
1  235     28  L      L      1  0  1  -  LINER COAT C/W
1  235     38  10      10      1  0  1  -  OVERSHOES RUBBER
1  235     42  L      L      1  0  1  -  PARKA WET WEATHER
1  235     43      _____  1  0  1  -  PONCHO CAMO
1  235     51      _____  1  0  1  -  SUSPENDERS INDIVIDUA
1  235     57  L      L      1  0  1  -  TROUSERS WET WEATHER

      F3 = SAVE to commit work; F6 = CANCEL to abort
      F8/F4 = PREPAGE; F8/F5 = NEXTPAGE
Enter A to Add, C to Change, D to delete, or I to Ignore

```

This form will display the current clothing items for the individual and allow you to make modifications. Enter the item's amount to be carried forward and the amount of item to be issued. All other fields will be populated automatically. Press **<F3>** to update all the information about this record. After you have saved the data, the system will return you to the previous form.

5.7.5.16 Change Social Security Number (Menu path: 7.5.3.3)

This option will enable you to make modifications to the individuals Social Security Number. Selection of this option from the “Clothing File Adjustments Menu” will present the following

screen.

Figure 5.7-72. Change Social Security Number

Enter the SSN and name of the individual you wish to modify. Enter the new SSN and press <F3> to update all the information about this record. After you have saved the data, a new form will appear.

5.7.5.17 Change of Soldier Personnel Data (Menu path: 7.5.3.4)

This option will enable you to make modifications to the Soldier Personal Data. Selection of this option from the “Clothing File Adjustments Menu” will present the following screen.

Figure 5.7-73. Change of Soldier Personal Data

This form will display the soldier personal data. You may modify all the fields of these records but the soldier SSN.

<u>Field</u>	<u>Description</u>
SSN:	Enter the SSN of the soldier.
NAME:	Automatic entry.
SEX:	Automatic entry.
Anticipated Date of Loss:	Automatic entry.
MOS Duty:	Automatic entry.
UIC:	Automatic entry.
Grade or Rank:	Automatic entry.

After making all changes, press <F3> to commit work.

5.7.5.18 Print Final Inventory Adjustment Report (Menu path: 7.5.4)

This option will enable you to print the Inventory Adjustment Report. If you do not wish to run this report as a final version, no action will be made against the property book. No signature block or document number appears on the report and the word “DRAFT” appears under the report header. If this is the final IAR, then on hand balances on the property book are replaced by the inventory quantities. A document number is assigned and printed below the signature block. A ‘Document Register Transactions’ record is created as well as a Summary of Operations record. Selection of

this option from the “CIF Administrative Menu” will present the following screen.

```

Final Inventory Adjustment Report

The Final Inventory Adjustment Report will reset the on-hand
balances of the property book to the inventory quantities.
A document number will be assigned to this process. If you
do not wish to execute this function as a final, enter a 'N'
in the space provided; otherwise, enter a 'Y'.

Do you wish to execute this as a FINAL? _

F3 = SAVE to commit work; F6 = CANCEL to abort
  
```

Figure 5.7-74. Final Inventory Adjustment Report

Enter <Y> if you want to execute this function or <N> if you do not want to execute and press <F3> to commit work. Pressing <F6> will also cancel the operation.

5.7.5.19 Purge Functions (Menu path: 7.5.5)

This option takes you to a menu where you can select to purge records from various files. Selection of this option from the “CIF Administrative Menu” will present the following screen.

```

PURGE FUNCTIONS MENU
>1. Purge Outdated Personnel Record
  
```

Figure 5.7-75. Purge Functions Menu

5.7.5.20 Purge Outdated Personnel Record. (Menu path: 7.5.5.1)

Selection of this option from the “Purge Functions Menu” will present the following screen.

```

Purge Inactive Personnel Records

From Date: _____ To Date: _____
View Valid Dates: _____
Confirmation: _

F3= SAVE to commit; F6 = CANCEL to abort
  
```

Figure 5.7-76. Purge Outdated Personnel Record

<u>Field</u>	<u>Description</u>
From Date:	Enter the beginning date.
To Date:	Enter the end date.
View Valid Dates:	Enter the dates.
Confirmation:	Enter <Y> for yes or <N> for No.
Press <F3> to commit work or <F6> to cancel the operation.	

5.7.6 Ad Hoc Query Administration Menu (Menu path: 7.6)

When you select this menu from the “CIF Administration Menu,” the following screen will appear.

```

Ad Hoc Administration
>1. Select Elements to Show
2. Add/Change Element Comments
  
```

Figure 5.7-77. Ad Hoc Query Administration Menu

5.7.6.1 Select Elements to Show (Menu path: 7.6.1)

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item an “Elements to Show” screen will appear. It lists available elements and current comments.

Elements to Show	
ARR_FLAG	ADMINISTRATIVE ADJUSTMENT REPORT FLAG (F=FROM,T=TO)
>ADUCDE	ADVICE CODE
AFRM_AWARD_EL_DT	
AOCODE	ASSET/OBJECT CLASS CODE
APC	ACCOUNT PROCESSING CODE
APCCDE	ACCOUNT PROCESSING CODE
AQTY	AUTHORIZED QUANTITY
ARC	ACCOUNTING REQUIREMENTS CODE
ARMY_MIL_RANK_AB	
ARMY_MIL_RANK_CD	
ARMY_MIL_RANK_DT	
AR_ML_RNK_EFF_DT	
ASG_ARR_DT	
ASG_DEROS_DT	
ASG_DLOS_DT	
ASG_DPRT_DT	
ASG_DROS_DT	
ASG_PROJ_ARR_DT	

F2 = MARK to select; RETURN to commit work; F6 = CANCEL

Figure 5.7-78. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the “Ad Hoc Query Administration Menu”.

5.7.6.2 Add/Change Element Comments (Menu path: 7.6.2)

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. When you select this item, the following “Elements Screen” will be displayed, listing each available SADB element and its current comment.

Elements	
ARR_FLAG	ADMINISTRATIVE ADJUSTMENT REPORT FLAG (F=FROM,T=TO)
ADUCDE	ADVICE CODE
AFRM_AWARD_EL_DT	
AOCODE	ASSET/OBJECT CLASS CODE
APC	ACCOUNT PROCESSING CODE
APCCDE	ACCOUNT PROCESSING CODE
AQTY	AUTHORIZED QUANTITY
ARC	ACCOUNTING REQUIREMENTS CODE
ARMY_MIL_RANK_AB	
ARMY_MIL_RANK_CD	
ARMY_MIL_RANK_DT	
AR_ML_RNK_EFF_DT	
ASG_ARR_DT	
ASG_DEROS_DT	
ASG_DLOS_DT	
ASG_DPRT_DT	
ASG_DROS_DT	
ASG_PROJ_ARR_DT	

F2 = MARK to select; RETURN to Continue; F6 = CANCEL

Highlight the elements that you want to add, or change comments and press <F2> to mark them. After marking the desired element(s), a “Change Element Comment” screen will appear.



Change Element Comment

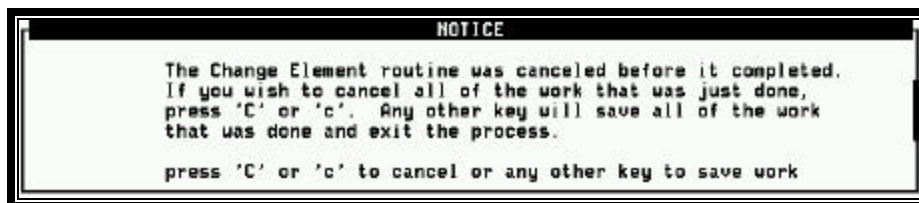
Element: AAR_FLAG

Comment: ADMINISTRATIVE ADJUSTMENT REPORT FLAG (F=FROM,T=TO)

F3 = SAVE to commit work; F6 = CANCEL

Figure 5.7-79. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press <F3> to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.



NOTICE

The Change Element routine was canceled before it completed.
If you wish to cancel all of the work that was just done,
press 'C' or 'c'. Any other key will save all of the work
that was done and exit the process.
press 'C' or 'c' to cancel or any other key to save work

When done, the “Ad Hoc Query Administration Menu” will re-appear.

NOTE: If you have excluded certain elements that are included in previously saved queries, those queries will not run.

5.8 INSTALLATION SPECIFIC APPLICATIONS (MENU PATH: 8)

These procedures may be defined by the CIF administrator to be any valid UNIX shell command. Access to these procedures are controlled by the CIF administrator using procedure Add/Change CIF User. Selection of this option from the “Master Menu will display the following screen.



INSTALLATION-SPECIFIC APPLICATIONS MENU

>1. Unix prompt!

Figure 5.8-1. Installation-Specific Applications Menu

6 TERMS AND ABBREVIATIONS

Terms.....Explanation

Ad hoc	A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.
Archive	Stored files that will not be used for some time or saving a "snapshot" of a set of files.
Case-sensitive	Able to distinguish between upper and lower-case letters.
Login Name	The string of characters that identifies each user account on the UNIX-based host computer. This same name identifies CIF users. (It is also called the "user name").
Software Tools	See "Utility Software."
Software Unit.....	A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.
Utilities	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.
Utility Software.....	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.

Abbreviations and Acronyms..Definition

ACSIM.....	Assistant Chief of Staff for Installation Management
ADD.....	Army Data Dictionary
ADP.....	Automated Data Processing
AIS.....	Automated Information System
AISM.....	Automated Information System Manual
ANSI.....	American National Standards Institute
ANSOC	Army Network and Systems Operations Center
AR.....	Army Regulations
ASCII	American Standard Code Information Interchange
BBS	Bulletin Board System
CAO	Customer Assistance Office
CCM	Configuration Control Manual
CIF	Central Issue Facility
DA.....	Department of the Army
DBA	Database Administrator
DBDD	Database Design Description
DBMS	Database Management System
DCSLOG.....	Deputy Chief of Staff for Logistics
DCTN.....	Defense Commercial Telecommunications Network
DIC.....	Document Identifier Code
DISN	Defense Information System Network
DOD.....	Department of Defense
DODAAC.....	Department of Defense Activity Address Code
DOIM.....	Directors of Information Management
DPI	Data Processing Installation
DRMO.....	Defense Reutilization and Marketing Office

DSN	Defense Switched Network
ECP-S	Engineering Change Proposal - Software
ESQL.....	Embedded Structured Query Language
ETI.....	Extended Terminal Interface
ETIP	Extended Terminal Interface Prototype
FA	Functional Administrator
FD	Functional Description
FOUO	For Official Use Only
FP.....	Functional Proponent
FTS.....	Federal Telecommunications System
GOSIP.....	Government Open System Interconnection Profile
IAW.....	In Accordance With
IITS	Installation Information Transport System
ILIDB.....	Installation Level Integrated Database
ISM	Installation Support Module
ITP.....	Installation Transition Processing
ISS.....	Information Systems Security
LAN	Local Area Network
LIN.....	Line Item Number
MACOM.....	Major Army Command
MAIS.....	Major Automated Information System
NCSA.....	National Center for Supercomputing Applications
NIC	Network Interface Card
NSN	National Stock Number
OCIE	Organizational Clothing and Individual Equipment
ODISC4	Office of the Director of Information Systems for Command, Control, Communications, and Computers
OM.....	Computer Operations Manual
OS	Operating System
OSE.....	Open System Environment
PAM.....	Pamphlet
PC	Personal Computer
PCS	Permanent Change of Station
POC	Point of Contact
POSIX.....	Portable Operating System Interface for Computer Environments
PR.....	Problem Report
QPBS	Quantity Possessed by Soldier
RDMS	Relational Database Management System
SA	System Administrator
SADB	Subject Area Database
SAFP.....	Subject Area Functional Proponent
S/C	Statement of Charges
SCOM.....	Software Center Operator Manual
SD	System Developer
SDC-W	Software Development Center-Washington DC.
SIC	System Identification Code
SIDPERS.....	Standard Installation/Division Personnel System
SIP.....	Software Installation Plan
SMC.....	Small Multi-User Computer

SPS.....Software Product Specification
SQL.....Structured Query Language
SSA.....Supply Support Authority
SSAN,SSN.....Social Security Account Number, Social Security Number
SSP.....Security Support Plan
STAMIS.....Standard Army Management Information Systems
STARS.....Status Tracking and Reporting System
STRAP.....Structured Requirement Analysis Planning
SUM.....Software User Manual
TCSEC.....Trusted Computer System Evaluation Criteria
UIC.....Unit Identification Code
UNCLAS.....Unclassified
USAISSDC-W.....U.S. Army Information Systems Software Development Center -
Washington DC.
USAISEC.....US Army Information System Engineers Command
US-2.....Unclassified Sensitive-Two
VDT.....Video Display Terminal

7 SAMPLE BACKUP SCRIPT

```
#!/bin/sh
# backup : sample of script to backup the CIF ISM
TAPEDEV=/dev/null
# You must change TAPEDEV to the local pathname of a tape drive.
# For example on the AT&T 3B2: TAPEDEV=/dev/rSA/9track1
# If you don't have a tape drive you can create the archive in a file.
# Set TAPEDEV to the pathname of file, for example "/usr2/cif.cpio".
# Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
# b) is writable by login ID cif.
# Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
# message below can be seriously shortened
#
```

echo "This backup program is intended is to backup (almost) everything needed to restore CIF to operation on the same/other system in the event of a system failure. Only the password file and individual user directory files are not stored.

Restoring is somewhat tricky and complicated since it depends on how the system failure occurred. If you need assistance with a restore or think you do please contact someone. Backup does not restore.

Before running backup, use a text editor to set the value of "\"TAPEDEV\" to a value appropriate for your system. Currently TAPEDEV=\"TAPEDEV\".

In order to run backup you must

- 1) Login as someone other than a CIF user.
- 2) Switch user to login ID \"cif\".
 su cif (note: no \"-\" argument to su!)
- 3) Change directory to home directory for CIF.
- 4) Insure no ISM users are logged in. This insures that neither the CIF database or the ILIDB are in use.
- 5) if archiving to tape, mount a writable tape.
- 6) run \"backup\". That means type:
 ./backup

Are you ready to continue? This means that steps 1-5 are complete [Y/N] \c"

read ans

if test -z "\$ans"

then

```
    echo "no backup done"
    exit
```

elif test "\$ans" != "Y"

then

```
    echo "no backupdone"
    exit
```

fi

#

First make backups using "dbexport" of the SADB and the ILIDB

DBLIST=" ilidb"

for db in \$DBLIST

do

```
    rm -rf $db.old          # remove old backup
    mv $db.exp $db.old      # make current backup previous
    rm -f dbexport.out      # scratch old transcript file, if any
```

```
dbexport $db -q          # quiet export;
if test $? -ne 0
then
    echo "export of $db failed"
    echo "backup not done"
    exit
fi
mv dbexport.out $db.exp  # save transcript with export files

done

# create a cpio archive file
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
    echo "cpio $db failed"
    echo "backup not complete"
else
    echo "backup complete"
```